

ORDERS
OF THE
MADRAS POLICE.

VOLUME I.

PUBLISHED BY AUTHORITY.

(REPRINT OF THE EDITION OF 1897 WITH CORRECTIONS
BROUGHT UP TO 31ST AUGUST 1905.)



MADRAS:
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS.

1906.

[PRICE, 1 *rupee* 10 *annas*.]

PREFATORY NOTE TO THE EDITION OF 1897.

THE Police orders marked with an asterisk have received the sanction of Government. The remainder of the book consists of the Inspector-General's departmental orders.

2. The section on hutting and building and the chapter on stores have been completely revised. They should be carefully studied and the orders carried out.

M. HAMMICK,
Inspector-General of Police.

TABLE OF CONTENTS.

	Section	Orders	Page
Chapter I.—The Police System	1—9	1
Chapter II.—Position and Duties of the Police.			
GENERAL	I	10—37	...
<i>Superior Staff—</i>			
Inspector-General	2
Deputy Inspector-General	2
Superintendent	3
Assistant Superintendent	9
Standard of horses to be maintained by District Officers	11
<i>Subordinate Staff—</i>			
Division Inspector	11
Head-quarter Inspector	15
Audit Inspector	16
Security from Office Inspectors	16
Reserve and Store Inspector	17
Prosecuting Inspector	17
Head Constable	18
Constable	19
<i>Instructions relating to—</i>			
Beat Duty	20
Detective Duty	21
Powers of the Police extended to the General Police District	22
Deputation on special duty or in other districts	22
Procedure when a breach of the peace is anticipated	23
Conduct of the Police on duty	24
Relations between the Police and the Magistracy	24
Attendance at Sessions	24
Inspection of Stations	25
Kit Inspection	27
Visiting Book	28
Village Sanitary Inspection Book	28
Undertaking new duties	29
Reserves	29
DUTIES UNDER SPECIAL AND LOCAL LAWS	II	38—65	...
The Madras Abkari Act, I of 1886	30
The Indian Arms Act, XI of 1878	33
The Cantonments Act, XIII of 1889	34
The Cattle Trespass Act, I of 1871	35
Distrain—Section 20, The Madras Revenue Recovery Act, II of 1864	36
The Madras Rent Recovery Act, VIII of 1865	36
The Indian Emigration Act, XXI of 1883	37
The Indian Explosives Act, IV of 1884	38
Extradition	39
The Madras Forest Act, V of 1882	43
The Indian Lunatic Asylums Act, XXXVI of 1858	43
The Opium Act, I of 1878	43
The Indian Petroleum Act, VIII of 1899	44
The Madras District Police Act, XXIV of 1859	44
The Indian Post Office Act, VI of 1898	48
The Press and Registration of Books Act, XXV of 1867	48
The Indian Railways Act, IX of 1890	48
The Reformatory Schools Act, VIII of 1897	49
The Indian Registration Act, III of 1877	49
The Madras Salt Act, IV of 1889	49

	Section	Orders	Page
The Sea Customs Act, VIII of 1878	50
The Indian Telegraph Act, XIII of 1885	50
The Indian Treasure Trove Act, VI of 1878	50
The European Vagrancy Act, IX of 1874	50
OTHER DUTIES	III	66—82	...
Orderly	52
Process Service	53
Aid to destitute persons	55
Escort	56
In Municipalities	65
Guards	67.
Chapter III.—Railway Police	83—113	73
Accidents on Railways	76
Minor Duties of the Government Railway Police	82
Chapter IV.—Village Police and Village Officers	114—127	..
Village Police	85
Village Officers	85
Chapter V.—Procedure in regard to Cases, Persons and Property.			
CASES	I	128—153	...
Procedure on receipt of complaints	89
Notices of Crime	91
Procedure in petty thefts triable by Village Heads	93
Reporting non-cognizable complaints	93
Occurrence Report	93
Special Reports of grave crime	94
Use of the Telegraph for communicating the occurrence of Dacoity and other serious crime	94
Station-House Report	94
Note-books	95
Charge Sheets	96
Sunday	96
Cases referred as false	97
Remands	98
Investigations by the Police under section 174, Cr.P.C.	98
Chemico-Legal examinations	101
Certificates of age of females	102
Prosecutions	103
Security for good behaviour	103
Old offenders charged under section 75, I.P.C.	105
Examination of defence evidence	105
Attendance of witnesses at stations	106
Production of Post Office Records before the Police	106
Inspection of Records of Criminal Courts by the Police	107
Appeals against Acquittals	107
Dacoity	107
Robbery by poisoning	107
Forgery or fraudulent use of stamps	108
Gambling houses	108
PERSONS	II	154—192	...
Arrests	108
Custody, confinement, etc., of prisoners	111
Evidence required for identification of persons	113
Police aid to Military Courts	114
Prosecution of subordinates of other Departments	114
Convicts under sentence of transportation to Port Blair	114
Convicts escaped from Port Blair, and returning from transportation	114
Convicts released on medical grounds	115
Photographs of convicts	115

TABLE OF CONTENTS.

VII

	Section	Orders	Page
Lunatics	115
Proclaimed offenders	116
Known depredators, suspects, and criminal gangs	118
Foreigners	132
PROPERTY	III	193—201	...
Searches	135
Distress warrants	136
Estimation of stolen property	137
Seizure of suspected property	137
Unclaimed property	138
Securing the identity of property	138
Custody of property in cases under trial	138
Production of Records	139
Chapter VI.—Registration of Crime	202—214	...
Crime Register	141
Rules for lodging crime	143
Chapter VII.—Recruitment of the superior grades	215	147
Chapter VIII.—Recruitment for subordinate appointments	216—244	...
Inspectors	159
Departmental Test in Police Orders and Practice for Managers and Accountants of District Police offices	159
Station-House Officers	159
Constables	160
Enlistment of Constables and Head Constables	161
Do. of European Head Constables	164
Do. of Inspectors	164
Re-enlistment of Military Pensioners	164
Re-employment of Pensioners	165
Re-enlistment after resignation	165
Do. after dismissal	166
Chapter IX.—Drill and Instruction	245—256	..
General Rules	167
Drill and instruction for Taluk Police	167
Rules to be observed in using firearms on occasions of riots	167
Guards turning out	168
Salutes	168
Musketry instruction	169
Ball practice	169
Whistle calls	169
Instruction of Inspectors	169
Annual Report on Inspectors	170
School for children	170
Chapter X.—Police Uniform.			
GENERAL RULES	I	257—259	171
FOR SUPERIOR OFFICERS	II	260—263	...
Full dress	172
Undress	173
Mess Uniform	174
Mounted duty	175
FOR SUBORDINATE OFFICERS	III	264—268	...
Inspectors	175
European Sub-Inspectors and European and East Indian Head Constables	176
Head Constables and Constables	177
Station-House Officers	178
Reserves (District as well as Special) and Hill Police	178

	Section	Orders	Page
Chapter XI.—Rules affecting the personal conduct and interest of persons employed in the department	269—313	...
Connection of public servants in landholding and commercial speculations	179
Pecuniary transactions	182
Acceptance by Government servants of presents from Native Chiefs and others	184
Acceptance of testimonials and addresses by public servants	185
The holding of a Durbar	185
Connection with the press	185
Memorials	186
Vindication by public servants of their public acts or character from defamatory attacks	187
Indebtedness	187
Public servants and official documents	188
Public servants and public meetings held for attacking the official character of other public servants	189
Public servants and Politics	189
Responsibility of Government servants for acts done by their wives	189
Appeals	190
Prosecutions against Police Officers	191
Legal Proceedings by one Department of Government against another Department	191
Procedure in defending suits against Government Officers	192
Prosecution of subordinate Police Officers	194
Complaints against Police Officers	195
Rules regarding Medical attendance	196
Rules for the gratuitous issue of medicines to Government servants in Civil employ	196
Miscellaneous	197
Chapter XII.—Transfer and Relief	314—321	...
Transfer of subordinate Police Officers	201
Relief of Superior Officers	202
Relief of Inspectors	202
Chapter XIII.—Promotions	322—331	...
Of Probationers	204
Of other Police Officers	204
Chapter XIV.—Punishments and Rewards	332—347-A	...
General Rules	206
Black marks	206
Good service entries, good-conduct stripes, etc.	207
Fines	210
Warnings and reprimands	210
Punishment for absence without leave	211
Suspension	211
Reduction and dismissal	212
Dismissal after conviction and acquittal	214
Communication of punishment order	214
Chapter XV.—Leave	348—369	...
To Assistant Superintendents and Officers of higher rank	216
To Subordinates on pay exceeding Rs. 20 per mensem	216
To Police Officers on Rs. 20 or less	217
Leave after 55 years of age	218
Casual leave	218
Applications for leave	219
Grant of leave	220
Departure on and return from leave	221
Cancellation of leave	221

TABLE OF CONTENTS.

ix

	Section	Orders	Page
Chapter XVI.—Pensions and Gratuities		370—399-B	...
Scale of pensions and gratuities			222
Age from which Police service counts			223
Period of leave not reckoned as service			223
Suspensions, resignations, dismissals and breaks in service			223
Rules regarding medical certificate			224
Retention in service in certain special cases			224
Fifty-five years' rule			225
Retirement of public servants suffering from leprosy			225
Record of service			225
Maintenance and verification of service books and Constabulary Registers			229
Procedure preparatory to retiring an officer from service			231
Procedure after retirement of an officer from service			231
Applications for pensions and gratuities			232
Payment of pensions and gratuities			235
Re-employment after pension			236
Chapter XVII.—Receipts on Government Account		400—416	...
General Rules			237
Custody of cash chests of District Officers			238
Cash chests of other Departments			238
Cash Book			239
Chapter XVIII.—Expenditure.			
RULES RELATING TO PAY AND ALLOWANCES	I	417—424	...
Pay			241
Allowances—General			242
Horse allowance			243
Station charge allowance			243
Good-conduct allowance			244
PROCEDURE RELATING TO PAY AND ALLOWANCES	II	425—458-A	..
Pay abstracts—General Rules			244
Pay Bills of Divisions and District Force Pay Abstract			246
Supplemental Pay Bills			252
Register of Pay Bills			253
Treasury Bills Book			253
Remittance of pay and allowance within and beyond districts			254
Advances			254
Refunds			255
Memorandum of sums drawn from the Treasury			255
CONTINGENCIES	III	459—482	...
General			255
Rewards			258
Rules for the maintenance of Government Tents supplied to Police Officers			260
Repair and maintenance of Government Boats			263
Keep of elephants			263
Travelling allowances			265
Travelling Allowance Register			271
Railway Warrants and Steamer passages			272
HUTTING AND BUILDING	IV	483—513-A	...
Provision for works			276
Works to be executed through the Agency of the Public Works Department			276
Execution of works			277
Works to be carried out by officers of the department			277
General rules as regards preparation of estimates and execution of works			279
Completion of works			281
Custody and charge of vacant public buildings			283

	Section	Orders	Page
Disposal of materials obtained from dismantling buildings	283
Buildings destroyed by fire	283
Allowance for office accommodation	284
Rent of public quarters	284
Protection of public buildings from fire	285
Compounds of public buildings	286
Chapter XIX.—Stores	...	514—577-A	...
General Rules	287
Stores in the Chief Office	288
Stores in the Head-quarter offices of districts	288
Articles of clothing, etc.	292
Accoutrements	294
Arms and ammunition	295
Furniture	297
Stationery, printed forms and blank books	297
Other articles	296
Disposal of unserviceable arms, accoutrements and other stores	300
Examination of Chief Office stores	301
Examination of Stores in District offices	301
Inspectors' statements and returns	303
Station-house store records	304
Carriage of stores by sea and rail	305
Care of arms and accoutrements	305
Chapter XX.—Correspondence and Records.			
CORRESPONDENCE	I	578—607	...
General rules	307
Notices to the District Gazette	312
Service postage	312
Service telegrams	313
RECORDS	II	608—614-A	...
Current, reference and disposal system of records	314
Complaint and Petition Registers	317
Erasures in records	318
Destruction of useless records	318
Destruction of records	318
Chapter XXI.—Miscellaneous	...	615—629	...
Affray between soldiers and villagers	320
Notices to be hung up in station-houses	320
Currency notes	321
Cyclone Code	321
Destruction of wild animals	322
Fumigation	322
Magazines—Police and Municipal	322
Recruiting for the Hyderabad Contingent	322
Signalling—Helio-stat, lamp and flags	323
Snake bites	323
Shooting passes to British soldiers	324
Whipping	329
Inspection of places of public resort and entertainment	329
Management of Feasts	330
Blackmailing of coolies	330
APPENDIX	331
INDEX	438

ORDERS

OF THE

MADRAS POLICE.

Chapter I.—The Police System.

* 1. The whole Police force of the Madras Presidency is placed under the direction and control of the Inspector-General of Police for the Presidency of Madras, whose powers are prescribed in Act XXIV of 1859—an Act for the better regulation of the Police within the territories subject to the Presidency of Fort St. George.

* 2. The detailed management and control of the Police of Madras City is entrusted to the charge of a Commissioner of Police with a Deputy and an Assistant Commissioner under him. These officers have been given powers under Act III of 1888—an Act to regulate the Police of the City of Madras.

* 3. The *mufassal* districts are formed into ranges, and each range is placed under the supervision of a Deputy Inspector-General. There are, at present, three of these officers, one in charge of the East Coast districts, north of Madras, another in charge of the Central districts of the Presidency, and the third in charge of the Southern and West Coast districts.

* 4. The districts are under the management of a Superintendent, who has, in large districts, one or more Assistants, according to their area, population and local circumstances.

* 5. Each district is divided into several divisions corresponding, as far as possible, with the boundaries of the revenue taluks and ranges of Subordinate Magistrates, and each division is in the charge of an Inspector of Police.

* 6. The Police divisions are again divided into sections which are called Police stations. A Police station has a petty officer, who is the officer in charge of the Police station-house, with a requisite number of constables under him.

* 7. The Chief Office of the whole Police is at the Presidency town (Madras), under the charge of the Inspector-General, with an Assistant.

* 8. The District office is at the head-quarter station of the district, under the management of the Superintendent, who is allowed an Inspector styled the Head-quarter Inspector, with a number of Police subordinates employed for the transaction of office work. A reserve force, according to the requirements of the district, is located at the station.

* 9. The chief station of a taluk is selected as the Cusbah station of the Police division, and is the head-quarters of the Divisional Inspector.

Chapter II.—Position and Duties of the Police.

Section 1.—General.

Superior Staff.

Inspector-General.

10. The powers of the Inspector-General of Police are described in section 9, Act XXIV of 1859, as follows :—

“ The Inspector-General may, from time to time, subject to the approval of the Governor in Council, frame such orders and regulations as he shall deem expedient relative to the general government and distribution of the force, the places of residence, the classification, rank, distribution and particular service of the members thereof ; their inspection, the description of arms, accoutrements and other necessities to be furnished to them : to the collecting and communicating intelligence and information ; and all such other orders and regulations relative to the said Police force as the said Inspector-General shall, from time to time, deem expedient for preventing abuse or neglect, and for rendering such force efficient in the discharge of all its duties.”

Deputy Inspector-General.

* **11. (a)** The powers of the Inspector-General in their degree are those of the Deputy Inspectors-General, subject, of course, to his general control.

(b) The object of each Deputy Inspector-General should be to establish and maintain, by frequent and minute personal inspection, the thorough efficiency and discipline of the Police force ; to introduce system and method in every detail of management ; to ensure uniformity of procedure and practice ; to bring about a harmonious working and co-operation with the Magistracy and Police of each district within his range ; and to detect promptly and correctly every shortcoming. They must, while discharging their duty with firmness, decision and impartiality, be careful not to supersede the District Superintendent in any of his proper functions or relation to his subordinates. They will seek rather to encourage, instruct, assist and advise them, than to find fault.

(c) In regard to appeals against punishments inflicted by Superintendents, Deputy Inspectors-General should record fully their reasons for upholding the Superintendent's order. The evidence for and against an appellant should be very carefully analysed, and the absence or incompleteness of evidence on any particular points commented on.

(d) Deputy Inspectors-General will be in constant and immediate communication with the District Superintendents and local officers with

reference to all matters within the scope of their duty of supervision and control. They will require any information necessary to enable them to discharge it punctually and effectively.

(e) Wherever neglect, want of system or divergence from the plans prescribed is observed, the proper method of conducting the duty will be pointed out to Superintendents, who should carry out the instructions they may receive on all matters without delay or demur. Any difference of opinion will be submitted to the Inspector-General subsequently.

(f) Superintendents of Police will bear in mind that the Deputy Inspector-General is a link in the chain of responsibility and subordination, and of mutual assistance, encouragement and support; that they must, therefore, treat this officer confidentially and frankly, advance the objects of his inquiry, and consult him confidentially in all their difficulties and about all shortcomings in the district.

(g) It is the duty of the Deputy Inspector-General on the occasion of festivals to give any Superintendent, who specially requires it, the benefit of his presence. On the occurrence of general feasts, such as the Muharram or the Dasara, the Deputy Inspector-General should select the place in his range where there is most likely to be a disturbance and arrange to be present there during the period of the feast.

Superintendent.

***12.** (a) The position of the District Superintendent of Police is that of the head of the District Police force. He is responsible for all matters relating to its internal economy and management, for the maintenance of its discipline and the punctual and regular performance of all its preventive and executive duties, as well as for the general good and orderly conduct of the men under him.

Note.—Officers temporarily officiating in charge of districts or sub-divisions should not introduce changes in the interior economy of the force.

(b) The general maintenance of peace in the district and prevention of crime, under the general administrative and judicial supervision of the Magistrate, devolves on the Superintendent of Police, who will make dispositions for concentrating the required force for the observation and protection of large concourses of people, for recognizing suspected characters from his district at festivals held in other districts, for preventing riots, &c., &c.

(c) He is required to be able to afford or to obtain, on very short notice, authentic and confidential information on every subject connected with the peace and tranquillity of the country, and general conduct of parties liable to suspicion.

(d) The Superintendent will maintain intimate and confidential official relation with the Magistracy of all ranks, and will keep the District Magistrate specially informed of all matters relating to the well-being and management of the district from a Police aspect. The Superintendent is the District Magistrate's assistant for Police purposes and it is his duty to keep the District Magistrate fully and specially informed of the course of crime in the district by personal conference as well as by special reports; and this obligation is all the more exacting, when the crime reflects on the conduct of the Police force itself. The Superintendent should at once communicate to the District Magistrate any news of importance and take his orders on any important matters concerning the peace of the district. It is his duty to keep the District Magistrate confidentially informed of suspicious delays in the

disposal of cases by the subordinate magistracy and of any bad or suspicious conduct on the part of the Police.

(e) He will meet the requisition of the Magistrate for aid, for escorts and guards, and he will attend to, and report, for the information of the Inspector-General, all suggestions of local officers relative to the disposition of the District force.

(f) The Superintendent will keep himself informed of the results of all trials before the Magistracy and Courts, and check dilatory conduct on the part of the Police in respect to the duties of detection and prosecution.

(g) He will himself quickly visit spots which have become the scenes of grave crime, and aid and encourage detective exertions.

He will make it his duty to personally investigate, whenever practicable, cases of the following nature, viz.,—Dacoity, Highway robbery, Murder, House-breaking with theft over Rs. 500, Theft over Rs. 1,000, and any *emeute*, riot or case of a specially grave nature. He will occasionally attend the judicial tribunals to watch the progress of important cases, and he will instruct and communicate freely with the Public Prosecutor on all matters.

Note.—In all cases where there is any reason to suspect that a native has met with his death at the hands of a British soldier, the Superintendent or the Assistant Superintendent, as the case may be, should proceed to the spot with the utmost promptitude and conduct the inquiry personally. Immediate and full inquiry should also be made among the soldiers with the assistance of the Military officers.

He will keep a watch on the statistics of grave crime in each division, and, if he finds that the percentage of detection is small in any division, he should make further inquiries as to the cause of this. A low percentage of detection does not necessarily prove bad work, but the presumption is that something is wrong and matters must therefore be looked into.

(h) He will take immediate notice of all complaints and cause of dissatisfaction on the part of the public or district officials with the conduct of the Police, and make preliminary inquiry preparatory to judicial prosecution of Police officers, and report to the Inspector-General of Police.

District Superintendents are required to inquire personally into all charges of torture preferred against any member of the Police force irrespective of the rank of the officer complained against, and into all cases of death or grievous hurt alleged to have been caused by a Police officer of any rank, or to have occurred to any person while in Police custody. The preliminary investigation into cases of Police torture will be conducted by Divisional Magistrates—*vide* rules on page 331, Appendix.

Such cases should be specially reported on after inquiry to the Inspector-General of Police.

In cases of alleged extortion or bribery Superintendents must use their discretion, but all really serious cases of this nature should be inquired into either by the Superintendent or his Assistant. The Inspector's report will generally show whether such cases require personal investigation.

District Superintendents should at once bring to the District Magistrate's notice the fact of any charge being laid against any Police officers for information and such action as he may think necessary.

A full departmental investigation should be made in all such cases unless the District Magistrate orders otherwise.

(i) The Superintendent will make himself acquainted, so far as possible, with the character, disposition, conduct and special qualifications of each individual under his charge, especially of the Inspectors and petty officers of the Police. He will keep personally two Confidential Registers, one for

Inspectors and another for head constables, in Form No. 2, Vol. II, and a nominal stationwar register of head constables and constables in Form No. 3, Vol. II. He will also keep a list of detectives—*vide* P.O. No. 24. (Form No. 4.)

Superintendents should write up the Confidential Registers of Inspectors carefully every year and see that their Assistants keep their Confidential Registers as they should be kept. If the Superintendent has not been long enough in his district to know the character of all his men, he will note this fact against the names in the register with the date.

Superintendents and Assistant Superintendents should submit half-yearly reports to the Deputy Inspectors-General on the upkeep of their Confidential Registers.

(j) The Superintendent will forward Confidential Reports on Inspectors, annually, on the 1st of July. He should obtain from the District as well as Divisional Magistrates their opinions of the conduct, capabilities, character, merits and demerits of each Inspector serving in their divisions, so far as they have had opportunities of observing them, and forward the same with his own reports, through the Deputy Inspector-General of Police. A form of the report appears as No. 5 in Volume II. The instructions in P.O. No. 255 (c) should be noted.

(k) The Superintendent will pay special attention to the recruiting of the force and the training of the Instruction Class and Reserve. He will make constant circuits of inspection through every part of his district, and reside for longer periods in such neighbourhoods as are troublesome.

Note.—When Superintendents and Assistant Superintendents are on circuit, they should give intimation of their movements to the Inspector of the division which they are about to inspect, as well as to the Inspectors of the divisions adjoining the one under inspection, so that the diaries of such Inspectors may be sent *direct* to them (District officers), and not round by head-quarters. Separate check registers, in Form No. 6, Vol. II, of Inspectors' diaries received while on circuit should be kept by circuit clerks.

(l) He will make himself personally acquainted with all the Village Magistracy as well as with the principal inhabitants of the country, and will stimulate their exertions and seek to gain their confidence. On the occasion of inspection of stations the Superintendent should make a point, not only of examining the station, but of seeing the principal people within the station limits and finding out from them their opinion of the work of the Police and hearing any complaints they may have to make. Hurried visits to stations for inspection purposes are of very little use and should be discouraged.

(m) Superintendents are responsible for seeing that their Assistants work efficiently and honestly. It is their duty to observe this point conscientiously and constantly, and distinctly, impartially and temperately to bring to the notice of the Inspector-General the shortcomings of their Assistants, or any general want of zeal, activity or judgment, any want of tact and temper in the treatment of their men—subordinates, or the public in general—which they may and ought to observe. If an Assistant fails to secure the confidence of his superior officer, the Superintendent may require from him any reports or restrict him to any duty he sees fit, reporting the same to the Inspector-General.

(n) District Superintendents or officers in charge of sub-divisions of districts will, before passing orders affecting an officer of another department, consult with the head of the department to whom that officer is subordinate,

and, in cases of any difference of opinion, report the matter for the orders of the Inspector-General.

(o) They will forward a Weekly Report, in Form No. 7, Volume II, containing a daily account of proceedings and occurrences. It is a confidential document and should invariably be written on the outside half of the page, and on the inside half, should be entered, *over* the day of the week and the date of the month, the name of the station or place at which the officer halts for the day. If an officer is in charge of the district during the Christmas or other holidays, he should submit a Weekly Report as usual, whether he is in the district or not.

In connection with this report, the following points will be attended to :—

(1) All Weekly Reports of Superintendents, as well as of Assistant Superintendents, will be divided into two parts and both these parts must be submitted together.

Note.—This has no reference to the reports to the Assistant with the Government.

(2) Part I should be written up day by day, showing the place at which the officer is, if travelling, when and how the place was reached, whether by driving or by riding, the distance from place to place, and the work done, and should contain any matter of departmental interest about District, Inspectors, men, recruiting, general state of crime, &c., considered worthy of report. These diaries should not be merely an account of what the officer did on each day. It is understood, for instance, that each officer attends to his routine work and that fact need not be mentioned. What is required is a brief note on each day showing any important news that may have been heard and any matters of local interest which may have come to light, and as regards inspection, matters of general interest not recorded in the Station-house Inspection Reports. In some divisions, Inspectors will be found to have specially attended to some feature of Police work; such a fact may be well given in the Weekly Report. Inspection tours should contain some records of the check placed over Inspectors' movements, and of inquiries made in villages as to general Police work. The Inspector's Village Roster is rarely, if ever, checked and in very many cases is probably unreliable. Assistant Superintendents especially should always mention in their Weekly Reports whether they have done any village inspection, and if so, with what results.

Superintendents and their Assistants, and especially the latter, must perform their marches on horseback and constantly insist on Inspectors, especially the younger ones, accompanying them. They will thereby pick up a great deal of information they can never otherwise get, and they will be able to detect want of knowledge in their Inspectors.

(3) Superintendents and Assistant Superintendents when reporting in their Weekly Reports favourably or unfavourably of Inspectors should not fail to name them. The name and class of the Inspector should be noted in the margin of the report.

(4) Superintendents and Assistant Superintendents should note and relate in their Weekly Reports, for the information of Government, the particulars of any subject of interest which may be reported to them or may present itself to their observation during their tours of inspection. The appearance of any remarkable natural phenomenon, the occurrence of any circumstance illustrating an ancient or curious custom, or the performance of ceremonies pointing to the existence of any obscure superstition, should be carefully detailed.

(5) They will enter in their Weekly Reports, when at head-quarters, the number of days they attended office. Whenever they return to head-quarters, or at least monthly (if they remain at head-quarters for more than a month), they will visit the Head-quarter school and test the progress and report in their Weekly Reports the results of their inspection.

(6) They should report in their Weekly Reports any serious outbreak of cholera or other epidemic, giving names of villages, &c. Special reports of any unusual occurrence during an epidemic should be sent to the Sanitary Commissioner through the Collector.

(7) They should also report when they go round their towns and visit the different beats, streets, &c., thereof. Unless they evince an interest in their municipalities, the subordinate Police follow their example and neglect municipal work. When at head-quarters, an officer should go round every part of the town *at least* once a week; if he can do so with a Municipal Commissioner, so much the better. When visiting towns other than head-quarters, officers should go all over them and report fully their state.

(8) Whenever the Inspector-General's sanction for expenditure is required, a special application must be made. Such matters cannot be dealt with in the Weekly Report.

(9) Part II of the Weekly Report should be written up at the end of the week and should be devoted entirely to crime, new and old. Full particulars of all *new* crimes, as well as information obtained and progress made in all *old* cases, during the week should appear in this part. Every grave crime must be reported upon at least once every fortnight. The following cases will be registered by Superintendents in their Crime Register and reported in Part II of their Weekly Reports, viz., (1) Dacoity, (2) Highway robbery, (3) Murder, (4) Culpable homicide, (5) House-breaking with theft over Rs. 500, (6) Theft over Rs. 1,000, (7) Charges of torture against any Police officer, and (8) any *emeute*, riot or affray of a specially grave nature

The following information should appear in the margin of the report :—

(a) Superintendent's or Assistant Superintendent's Crime Register No.—adding whether case is old or new.

(b) Nature of offence and provision of law under which it falls.

(c) Nature and value of property lost, or name, sex and age of person murdered.

(d) Division in which committed.

(e) Station range in which committed.

(f) Village or locality, with distance from station, in which offence was committed.

(g) Date of offence (with hour also in new cases).

(h) Place, date and hour of receipt of report of crime by the Police.

(i) Date of receipt of report of crime by Superintendent or Assistant Superintendent.

(j) Whether case convicted, discharged, under investigation, reported as undetectable or struck off as false.

(k) Nature and value of property recovered.

(l) Date of last report.

(m) In murder cases, if body was sent for *post mortem*, certificate and evidence. In grievous hurt cases, medical evidence.

(n) Names and residences of complainants and witnesses.

(o) Persons suspected and arrested.

A form filled up with the above information appears in Volume II as No. 8. Every case—old or new, and each time it is reported—must have a half-sheet or one or more sheets (as may be necessary) to itself.

Note.—Special reports should be submitted to the Inspector-General of Police in cases of highway robberies of His Majesty's Mails immediately after their occurrence.

(10) Each report of crime in Part II of the Weekly Report must be signed by the officer making the same. At the top of each crime sheet should be entered the name of the district and the date of the Weekly Report to which it (sheet) belongs and at the top of the right-hand side above the word "Report" the name and class of the Inspector or other investigating officer should be entered. Proper names should be distinctly written and uniformly spelt throughout the reports.

(11) In each and every crime mentioned in Part II, a report showing the final disposal either by charge sheet, referred charge sheet, or report of undetected cases, must be sent.

(12) With a view to uniformity and to enable easy reference to cases, all officers are directed to adhere strictly to the method herein described of reporting crime. To write up Part II properly, it is absolutely necessary that Superintendents as well as Assistant Superintendents should keep Crime Registers or Note-books of Grave Crime and post up in the same, from time to time, the information obtained and progress made in each case.

The form of the Note-book appears as No. 9 in Volume II. An index to it is also given—Form No. 10.

(13) Superintendents will send their own and their Assistants' Weekly Reports, with the Station Inspection Reports, if any, to the District Magistrate for perusal and transmission to the Deputy Inspector-General of the range. When the reports are received by the Deputy Inspectors-General, only those dealing with the following cases will be forwarded to the Inspector-General: murder, culpable homicide, dacoity, *emeute*, riot or affray of a specially grave nature and charges of torture against Police officers. The Deputy Inspectors-General will use their discretion in forwarding reports of any other cases which are of sufficient importance to be brought to the Inspector-General's notice. These reports, which are forwarded to the Chief Office, will be filed there.

Other reports on crime will be retained by the Deputy Inspector-General and dealt with by him and will ultimately be filed in his office.

Weekly Reports containing remarks will be returned *direct* to the officers concerned in original, and in resubmitting the reports with their replies to remarks made, officers will forward them through the usual channel in order that the replies may be properly dealt with.

On receipt of Sessions judgments from Superintendents, the Deputy Inspectors-General will use their discretion in forwarding only such as are necessary for the Inspector-General's perusal, with the Weekly Reports on the cases. These will be ultimately returned for file in the Deputy Inspector-General's office.

Note.—When the disposal of a case by the Sessions Court is reported in the Weekly Report, the Calendar number should always be given.

Crime numbers should always be noted on Sessions judgments submitted by the officers.

(14) Weekly Reports—Part I—will be filed confidentially in the Superintendents' and Assistant Superintendents' offices. They should be

filed in bundles in chronological order, those of each year being filed together.

The reports are not to be taken away from the offices to which they belong. They should form a most useful record for new officers coming to a district and give them a very good idea of matters of Police interest for the period anterior to their taking charge. They should be carefully kept under lock and key, and handed over from one officer to another, and a receipt given by the officer relieved. The reports must be kept for ten years and then destroyed.

Reports in which any instructions are issued by the Inspector-General or the Deputy Inspector-General on remarks made by the District Magistrate or Superintendent, or in which any matter reported by the Superintendent appears to have been lost sight of by the District Magistrate, will be returned through him with necessary note therein for his attention.

(p) Superintendents should also keep a register in Form No. 11, Volume II, to enable them to watch the progress of investigation of every cognizable crime under the Indian Penal Code (including grave crime) reported by Inspectors and to check the investigation being irregular or spasmodic. Cases may be taken up and investigated diligently for a few weeks and then dropped and nothing reported. Superintendents must, by a continual use of the register, come down upon and keep reminding the Inspectors of their duty until each case is finally disposed of. This register may be written up by Superintendents' writers.

Note.—(1) Every diary containing a statement that the Inspector is engaged in investigating the case should be entered in the register, whether any progress is noted or not.

(2) All the registers of Superintendents and Assistant Superintendents should be filed confidentially or otherwise, as the case may be, in the offices to which they belong, and not be taken away with them when they leave the district.

(q) When a Superintendent or an Assistant Superintendent has to accompany the Governor, he should, in the absence of a Military escort, ride on the right of His Excellency the Governor's carriage with the horse's head dressed in a line with the door of the carriage.

Should there be a Military escort, the Police officer will still ride on the right of the carriage, but outside and slightly in rear of the Military officer commanding the escort (whether European or Native), his horse's head dressed on the off-hip of the horse of that officer.

(r) Superintendents of Police should report all wrecks and shipping casualties occurring in their districts to the nearest Lloyd's Agent.

Assistant Superintendent.

* 13. (a) The duties of Assistant Superintendents are similar to those of Superintendents of Police, and consist of such portions of details of Police management of the district as are assigned to their special care.

(b) The Assistant is subordinate to, and entirely under the orders of, the District officer; takes and carries out his instructions and keeps him carefully and *fully* acquainted with *all* his proceedings, by diary and confidential intercourse and correspondence. Care should, however, be taken by Superintendents—especially in regard to able and zealous officers of some standing—not to cramp or clog their energies and that zealous interest which should be taken by the Assistant in his work and in his men and their advancement, nor to so interfere as to relieve him from the fullest responsibility for the effective and successful performance of all his duties.

The ability to command in the superior officer will best be seen in the steady, unflinching frankness with which he gives his cordial confidence to an earnest and willing Assistant, trusts, encourages and cheers his hearty labour and lets him reap the full credit of his exertions.

(c) As regards correspondence of Assistants with Magistrates and other departments, all matters of moment, matters involving general principles and the like should be conducted through the head of the District Police alone. But in matters of routine, in questions in regard to cases that arise in the Assistant's division and the like, the communication should be prompt and direct between the Assistant Superintendent of Police and Magistrates or judicial officers. The Superintendent may require all such correspondence to be sent up with the Assistant's diary for his perusal and remark, or may defer the perusal of it until his ordinary tour of inspection. The subject of all such correspondence, its character, and the way it is disposed of by the Assistant Superintendent, will be noticed in the Assistant's diary.

(d) The relation between a Superintendent and his Assistant, especially where the latter is a zealous, earnest officer, should resemble that of the Magistrate and his Assistants, viz., an officer-like subordination and deference must exist on the part of the subordinate; on the part of the superior, frank and cordial concession of every scope for individual exertion, cheerful and confident discharge of duty.

(e) The Assistant Superintendent must visit without delay the scene of any grave crime and make arrangements for its being properly worked out, putting, if necessary, special men on and superintending their work himself.

(f) No Assistant should leave his district without distinct instructions from the Superintendent, and his absence should be specially reported to the Deputy Inspector-General. It is exceedingly desirable to keep the European agency distributed over the district, and no Assistant should ever be absent from his division unless it is clearly for the benefit of the public service, such as attendance at Sessions when his presence is absolutely necessary, visits to head-quarters to confer on important matters with his Superintendent, and on first joining to learn his duty. Assistant Superintendents of Police shall be called in to district head-quarters for a month every year for the purpose of learning details of office and District Superintendent's work, and refreshing their knowledge of drill. During that month they should have a week in each department of the office—Statistics, Account, Stores and General—and their attendance on the drill ground should be frequent. District Superintendents will choose a month in the hot or rainy season for the above purpose, so that inspection may not be interfered with.

(g) Assistant Superintendents will, like Superintendents, keep—

- (1) a Confidential Register of Inspectors and head constables;
- (2) a nominal register for each station of head constables and constables;
- (3) a Crime Register of Grave Offences, in which they will enter all cases which, under Police Order No. 13 (h), they have to report in their Weekly Reports;
- (4) a register in Form No. 11, Volume II, showing the progress of investigation into every crime reported by their Inspectors; and
- (5) a list of detectives—*vide* Police Order No. 24.

All these should be kept in the Assistant's own handwriting.

(h) They will also forward the annual Confidential Reports on Inspectors and Weekly Reports, through the Superintendent, in the manner specified under paragraphs (j) and (o) respectively of the preceding Order. The following cases will be reported by Assistant Superintendents in their Weekly Reports, viz., (1) Dacoity, (2) Highway robbery, (3) Robbery over Rs. 50, (4) Murder, (5) Culpable homicide, (6) House-breaking with theft over Rs. 200, (7) Theft over Rs. 500, (8) Charges of torture against any Police officer, and (9) any *emeute*, riot or affray of a specially grave nature.

(i) The usefulness of an officer in the position of Superintendent or Assistant Superintendent of Police depends greatly on his being able to communicate freely with the people whose well-being is in a great measure entrusted to him, and it will be the duty of the Inspector-General of Police to require a rapid and continuous progress in the acquisition of the vernacular language from every officer in the force.

Standard of Horses to be maintained by District officers.

13-A. Deputy Inspectors-General, Superintendents and Assistant Superintendents of Police above the fifth grade are required to keep two thoroughly serviceable animals, one not less than 13-3 and the other not less than 14 hands in height.

Note.—Assistant Superintendents will be given three months after promotion to the fourth grade to provide themselves with a second animal.

Assistant Superintendents of the fifth grade and Probationers are required to keep only one animal, not less than 13-3 in height, thoroughly serviceable. Probationers must obtain their ponies within three months from their arrival in India.

Officers serving in Malabar and South Canara are exempted from the above rules; they must, however, maintain one animal not less than 13-3 in height. Also, the Superintendent and the Assistant Superintendent of Police, Górávari, and the Superintendent of Police, Kistna, who are supplied with Government boats, and the Assistant Superintendents of Police, Russellkonda and Jeypore, are required to keep only one horse not less than 14 hands in height. If the Assistant Superintendent of Police, Górávari, be of the fifth grade, he will be required to keep one pony not less than 13-3 hands in height.

Deputy Inspectors-General, when on tour, should see that each officer has the required equipment of suitable horses and report so in their notes of inspection.

When an officer loses a horse he must report the fact officially at once. Two months will then be allowed in which to replace the animal lost. After that period full rate of travelling allowance will not be passed until a second horse is again provided.

Subordinate Staff.

Division Inspector.

* **14.** (a) Inspectors of Police hold an important position in the force in regard to the discipline and active exercise of the department, and the performance of its regular preventive and executive duties: but more especially

in regard to that very important branch of Police duty—the detective service and the earnest and successful prosecution of crime. The direction of this last, the connecting the operations of the Police with the judicial tribunals, almost exclusively falls on the grade of Inspector.

(b) The ordinary duty of the Inspector in regard to the working of the Police is that of constantly moving through his division to supervise the discipline and working of the general and village constabulary. At the different station-houses, he will inspect the original beat tickets, rosters, books, charge sheets and returns of every kind. He will examine the arms, accoutrements and uniform, and prepare indents for all articles which may be deficient; he will visit and inspect the lines, muster and drill the men, and indent for clothing, &c. Receiving beat reports is an important part of an Inspector's duty when visiting an out-station. He should do this frequently when at his head-quarters.

Note.—A report on every inspection of a station by an Inspector should be submitted to the Superintendent or Assistant Superintendent in Form No. 14-A, which should be attached to the diary. This report should contain a copy of the instructions left in the Inspector's Visiting Book (Form No. 34) for the information of the station-house officer. These reports should form part of the camp records of the Superintendent or Assistant Superintendent and should be referred to at the inspection of a station as a means of checking the work of both the Inspector and the station-house officer. They will be filed in a small box divided into a number of pigeon-holes corresponding to the number of stations in the Superintendent or Assistant Superintendent's charge. A pigeon-hole will be allotted for each station and labelled with its name.

(c) He will enquire into petty complaints among the men, see that the head constables are just and judicious in regard to the distribution of general work, and at once report all irregularities or neglect. He will make special enquiry in regard to the character, honesty and trustworthiness of every Police officer in his division; and will at once make the preliminary enquiry in regard to any charge of bribery, corruption or oppression by the Police, with a view to bringing such matters before a judicial tribunal, under the direction of the Superintendent. In matters connected with charges of offences, exercise of legal powers, &c., the station-house officers will report to the Inspector and act under his orders.

(d) It will be the duty of the Inspector to visit all the villages in his division frequently, and become personally acquainted with the heads of villages and principal inhabitants, and especially with the suspected characters amongst the higher orders; these he will endeavour to influence in the cause of order, or at all events will let them know that they are closely and constantly watched by a systematic organization, whose vigilance they are not likely to elude. Superintendents will arrange for every one of their Inspectors having maps of their respective taluks. The names of villages visited by Inspectors as well as the dates of inspection should be entered in the Village Roster, Form No. 12, Volume II.

The Travelling Diary, Form No. 229, Volume II, should contain only the names of places at which the Inspectors sleep.

(e) Inspectors must be able to furnish or obtain exact and confidential information in respect to every part of their division; and the exercise of judgment, tact and ingenuity in obtaining general and secret intelligence, when required, will be inculcated and practised.

(f) Inspectors should report in their diaries any outbreak of cholera in their divisions.

(g) On every occurrence of crime of a grave character, an Inspector will instantly proceed to the spot and take the necessary steps for detecting the criminals and procuring evidence required for conviction; and he will bring the case before the Magistracy. He will carry on the case for the prosecution in cases which he has not personally investigated; while in those which he has, he will depute a competent officer for this duty.

(h) Superintendents must insist on Inspectors always riding when on ordinary tour of inspection. Carts or other means of transport may be used when going long distances. Inspectors will report in their diaries what means of locomotion they use when travelling on duty from station to station and village to village.

Note.—(1) Inspectors visiting the station of the District or Sub-Divisional Magistrate for whatever object, will make a point of waiting on him before returning to their division.

(2) All Inspectors are required to keep a serviceable horse or pony and to perform their ordinary inspection duty on horseback.

Superintendents shall be the judges as to the serviceableness or otherwise of their Inspectors' horses or ponies. Should there be any doubt, Deputy Inspectors-General of Police will be asked to give their opinion.

(3) The Government of India have decided that all Inspectors and Sub-Inspectors of Police in India whose duties may require them to be mounted shall be permitted, equally with volunteers, to purchase cast horses of British cavalry and artillery and that the price for a cast horse to be paid both by a volunteer and a mounted officer shall be Rs. 80. The money should be paid to the officer of the Supply and Transport Corps who is charged with the sale of the animals.

Police Inspectors must make their own arrangements for inspection and selection of cast horses and must not ask Commanding Officers to send them descriptions or to select for them, duties which those officers have no time to undertake. Inspectors wishing to buy cast horses should, before attending the sale, obtain a letter from the District Superintendent of Police stating who they are, and showing that they are entitled to purchase. Should they depute a representative to attend the sale for them, the full name, father's name and village of such representative must also be stated in the letter. Horses purchased must be claimed and paid for on the spot. Failing this, they will be sold, as there is no provision for any expenditure being incurred on their account by officers of the Supply and Transport department.

(i) Inspectors of adjacent divisions in the same district must meet each other once in four months. They will enter the date of such meetings at the end of their Village Roster, Form No. 12, to enable inspecting officers to check them.

(j) The records to be kept by the Inspector of a division are shown in the Appendix, page 415. Instructions regarding Crime Register, Defaulter sheets, Police Gazette File, and Note-books are given below:—

(1) The entries in the Crime Register, Form No. 13, Volume II, are to be as concise as possible and facts only are to be recorded. The evidence of witnesses *verbatim* is not required. It will be sufficient if the purport of the witnesses' statements is given in as few words as possible.

All proceedings under the security sections of the Criminal Procedure Code will be registered by Inspectors in their Crime Registers.

Offences committed under Special and Local Laws will not be entered in the Inspector's register except in the case of the Railway Police.

Unless the accused is an old offender, Inspectors need not register thefts of property the value of which does not exceed Rs. 5. Cattle-thefts and attempts at cattle-thefts should, however, be registered whatever the value of the property may be. If, at a later stage of the investigation but before conviction of a case of theft of property the value of which does not exceed Rs. 5, the accused is found to be an old offender, the case should be

brought on to the Inspector's register with a summary of the case up to that stage, all subsequent entries being made as usual.

Suicides, accidental deaths and fires will not find a place in the register nor in the quarterly abstracts. Personally-investigated non-cognizable cases only, referred by the Magistracy for enquiry, will be entered in the registers and shown in the crime abstracts—such information as is necessary regarding the class of cases above referred to may be obtained from each station of a division at the close of the month for the crime extracts. The cases will be entered and numbered consecutively, the name and number of the stations, of course, being quoted. On each visit to a station, the Inspector will fill up column 3 of the Station Register with the number of the case in his own register. In towns where an Inspector has only one station, he is the officer in charge thereof and should personally enquire into all cases of grave crime, keep the Station Crime Register and make out charge sheets, &c. If he has more than one town station or a town station (or stations) and one or more rural stations, he will keep only one Crime Register for the whole division, entering in the same the crime of all the stations under his charge. A thorough scrutiny and dissection of each case entered in an Inspector's register should form the first step in the inspection of a division.

(2) A separate Defaulter Sheet, Form No. 126, Volume II, is to be kept for each man in which offences must be entered by Inspectors whenever punishments are awarded by the Superintendent or Assistant Superintendent. The sheets should be kept on a file, and, when a man leaves a division, his defaulter sheet will be sent after him to the Inspector of his new division, or the Head-quarter office, as the case may be.

Note.—(1) Defaulter sheets should be sent in annually to district head-quarters in order that the entries therein may be checked and the correct scoring out of black marks verified. When checked, the sheets should be initialised by the Head-quarter Inspector and returned.

(2) Defaulter sheets form part of a Divisional Inspector's records and should not leave his possession except on rare occasions such as transfers, dismissal, or for periodical check and verification in the Head-quarter office. They should not be sent in with punishment rolls, recommendations for transfers or recommendations for promotions.

A column is provided in punishment rolls in which an Inspector should record the number of defaulters against the delinquent, as well as a copy of the last three entries in his defaulter sheet. In the majority of cases, this information should be sufficient. But there are, of course, cases in which it is necessary that an officer should scrutinise a man's record of punishment, and this he can do by referring to his defaulter books, retaining the papers with him, should he be on tour, until he returns to head-quarters. In the same way promotions should be made after referring to the defaulter book and *not* the defaulter sheets. As regards transfers it is only in special cases that a reference to the defaulter book is necessary.

(3) Copies of the Police Gazette issued to Inspectors are to be considered as departmental records and carefully filed by each Inspector, who will be held responsible for the file being kept complete. He will hand over his files to his successor when transferred. The exchange of vernacular for English files will be arranged for by superior officers, when a change of Inspectors renders this necessary.

(4) Inspectors will keep a separate note-book containing a list of all K.D.s. and suspects in the division, notes regarding criminal gangs, information relating to station-houses, huts, &c., and all useful information about the division. They will also keep a list of feasts in the division (*vile* P.O. No. 628).

(k) The Diary, Form No. 14, Volume II, which is meant to be a record of facts, especially should have great care and trouble expended upon it; it should be a full, accurate and faithful record of all acts done by

the reporting officer. Matters, apparently trivial when they occur, frequently become of the gravest moment to the Police. If neglect or wilful suppression be tolerated for a moment, all value of this document as a check or in its character of record of occurrence is gone. Inspectors should note Order No. 12, paragraph (k) note.

Inspectors are only required to report briefly in their diaries cases into which they do not personally enquire, but accounts of which they merely extract from their station-house reports. On the other hand, accounts of cases into which Inspectors do personally enquire must be fully given in note-books and diaries. Except cattle-thefts and attempts at cattle-thefts, thefts of property, the value of which does not exceed Rs. 5, will not be reported by Inspectors in their diaries unless the accused is an old offender. If, at a later stage but before conviction of a case, an accused is found to be an old offender, a summary of the case up to that stage should be given in the diaries and all subsequent enquiries should be fully reported.

Note.—(1) Each Inspector in charge of a division is allowed a writer from his Cusbah station. This writer will prepare the division pay and other bills and all returns and statements connected with crime, stores, &c., but he is on no account to have anything to do with the Inspector's note-books or diary. An Inspector may, on his own responsibility, employ his writer to write up his Crime Register, but *not* either his note-book or diary, which must be in the Inspector's own handwriting. It is to be clearly understood that this writer is only to be an amanuensis and that if he arrogates to himself or is allowed by his Inspector to assume authority or power which he has no right to, he will be removed and the Inspector deprived of his services.

The Inspector should not use his writer for escorting pay amounts when he goes from station to station, but may take the beat constable with him for the purpose. He may also carry a revolver with him.

(2) In the diary of the first day in each month, Inspectors will furnish information as to the sanctioned and actual strength of each station in their respective divisions in Form No. 15, Volume II. On the back of this return, Inspectors will also give a list of papers outstanding with them for more than a week, showing the date of receipt and the subject matter of the paper together with the reasons for non-disposal.

(l) The employment of one Inspector to supervise two divisions is strictly forbidden.

Head-quarter Inspector.

15. (a) The Head-quarter Inspector is attached to the District Superintendent's office. He should keep his Superintendent informed on all matters connected with the Police of the district.

(b) He is generally responsible for the whole work of the office. He should be an able translator and a good English writer. He will conduct the English as well as all vernacular correspondence, and be responsible for the correctness and punctual preparation of all returns forwarded to the Chief Office and to the Deputy Inspector-General. He will check and be responsible for the store accounts and for the accuracy of the criminal statistics. He will check and examine the Inspectors' diaries and weekly returns, station-house reports, &c., &c.

Note.—Every document connected with accounts should be initialled or signed by him. He will place all the books in the Head-quarter office once a month *at least* before the Superintendent for examination, who will certify, under his signature, as to their correctness or otherwise.

A Remarks book will be maintained in the Head-quarter office in which the Superintendent will record the result of his inspection of the office, so that it may serve as instructions for the guidance of the Office Manager.

Similarly, a book will be maintained in the Assistant Superintendent's office for the guidance of his clerks.

(c) The position and duties of the Manager of the District Police office appointed under the office scheme introduced in 1900-1901 will be exactly the same as those assigned to the Head-quarter Inspector in this and other orders in this book.

Audit Inspector.

* 16. (a) The Second Office Inspector must be a practised accountant. He is specially charged with the duty of keeping the accounts of the district, preparing all pay and other bills for the Superintendent's signature by careful check, and submitting all matters connected with the expenditure of money for his orders.

(b) In all matters he will be subject to the supervision and control of the Head-quarter Inspector.

(c) The position and duties of the Accountant of the District Police office appointed under the office scheme introduced in 1900-1901 will be exactly the same as those assigned to the Audit Inspector in this and other orders in this book.

Security from Office Inspectors.

* 17. (a) From all Head-quarter and Second Office Inspectors security to the amount shown below must be exacted immediately they take up office; otherwise their appointments cannot hold good :—

						RS.
Head-quarter Inspector	250
Second Office Inspector	150

Security must be taken from men who act as Accountant for periods of over three months. For shorter periods it is unnecessary, but the Manager's responsibility will in such cases be all the greater. Similarly, when any officer is appointed to act as Manager for over three months, the full amount of security prescribed for the appointment should be taken.

(b) This security will be taken in Government of India Promissory Notes or cash (including Bank of Madras deposit receipts).

(c) In cases where cash security has been given, the money must be lodged in the Post Office Savings' Bank in the name of the Inspector in accordance with the Savings' Bank rules and the book kept by the Superintendent in his cash-chest. Government Promissory Notes deposited for more than one year with public officers, as security for the performance of public duties or contracts, must be entrusted to the Accountant-General.

(d) A security bond, Form No. 16, Volume II, will also be drawn out and signed by the Inspector. These security bonds are by No. 57 (e), Schedule I of Act II of 1899, exempt from stamp duty.

(e) The best precaution which can be taken in the case of Government Promissory Notes tendered as security deposits if there be any doubt as to the regularity of the endorsements thereon, is to send such notes to the Public Debt office for renewal.

(f) The security money will be returned after six months from the date of vacation of office, but the bond should be retained permanently, or until it is certain that there is no necessity for keeping it any longer.

Reserve and Store Inspector.

* 18. The Reserve Inspector, in addition to having the immediate charge of the Reserve, recruits under training, &c., will conduct the distribution of clothing, arms and accoutrements, and all executive duties connected with the Store department. He will submit a daily report in Form No. 17, Volume II.

* 19. *Cancelled.*

Prosecuting Inspector.

* 20. In districts in which Prosecuting Inspectors are entertained, Superintendents should be very careful to see that they do their work thoroughly. Considerable attention is necessary to secure that the best value is derived from their services.

The following notes are given to guide Superintendents in the matter :—

(1) The Prosecuting Inspector should always appear in uniform.

(2) He should submit a daily diary showing the Superintendent the progress of cases entrusted to him, and giving all the information he can about points in Police work which come to his notice in dealing with such cases. He should also forward a monthly return in Form No. 19, Volume II.

(3) The Superintendent should take care that important original cases are not neglected for the sake of appeals and that the Prosecuting Inspector is in no way employed in the defence of a Police officer against whom a criminal charge has been laid.

Prosecuting Inspectors will probably be anxious to appear in appeals rather than in original cases and this should be checked.

The primary duty of the Prosecuting Inspector is to appear in those original cases where the law forbids the local Divisional Inspector from appearing, and in appeals.

In Sessions cases the local Divisional Inspector should always appear unless he is prevented by some very emergent work in his division, should himself instruct the Public Prosecutor, and be responsible that all the facts known to the Police are properly known to the Public Prosecutor.

(4) The Prosecuting Inspector need not be given a writer or an orderly. When at head-quarters he may be provided with an orderly † from the Reserve, who will carry his papers to and from Court and carry messages, &c. When out at taluk cusbahs he may be provided with one of the rural police for the same purpose, taking one from the station where he happens to be working. He should be allowed to use the station writer for writing out or copying any papers he may require.

(5) In appeal cases the Prosecuting Inspector should always obtain a copy of the grounds of appeal before appearing (section 422, Code of Criminal Procedure).

Every Inspector should, in all cases in which there have been convictions in his division by Subordinate or Divisional Magistrates, send to the Prosecuting Inspector the following information on a service post card, immediately after the case is closed: name of Police station and Register number

† This orderly will be changed once a week.

of crime; name of Court trying the case and calendar number; prisoner's name. The post cards can be printed with the Prosecuting Inspector's address and the headings under which information should be given. The Prosecuting Inspector can then see at once when an appeal notice is received by him to what division and station the case belongs and apply to the Inspector for any information he may require about the case. The cards can, of course, be destroyed as soon as the appeal time has elapsed. Superintendents will see that Inspectors are supplied with these cards. Cards need not, of course, be sent in any cases where it is obvious that the Prosecuting Inspector's services will not be required, *e.g.*, nuisance cases, very petty thefts, and cases where the facts are perfectly simple and clear. Divisional Inspectors can use their discretion in the matter. In every case where there is a chance of the Prosecuting Inspector's services being required, a card should be sent.

Note.—Notice of appeal will not be given to the Police in cognizable cases filed by private parties.

(6) In every case where the Prosecuting Inspector is directed to appear, he should be entitled, if he chooses, to obtain from the Court a copy of the records and the judgment. In any case where the Appellate Court thinks that a Prosecuting Inspector has asked unnecessarily for records, the matter can be brought to the notice of the Superintendent.

Prosecuting Inspectors can also obtain copies of grounds of appeal, which the Courts are bound, under section 422, Criminal Procedure Code, to furnish them. The inconvenience which will result from indiscriminate applications for these and other copies will be clearly impressed upon all Prosecuting Inspectors.

(7) The Superintendent should be in constant touch with the Prosecuting Inspector and be careful to see that he is properly instructed in cases in which he appears and that he appears always in the most important cases on hand. It will often require a little thought to arrange for this.

(8) Prosecuting Inspectors should arrange, as far as is possible, that cases are adjourned to suitable dates to enable them to appear in as many cases as possible.

(9) These officers, if they do their work intelligently and well, will be of great use to Superintendents not only in actually appearing in cases, but also in affording information from the experience gained by them as to the quality of Police work in different divisions. They should, of course, have nothing to do with generally criticising Police work, but in their conduct of cases they will often acquire information which will be of great value to Superintendents.

Head Constable.

* 21. (a) The head constable in official Police charge of a station is responsible for its effective working and management, and for the preservation of the peace and prevention of crime. His immediate official superior is the Inspector. He will be responsible for the orderly conduct of his men at all times on duty and in lines: he will muster his men every morning and evening, and will assign to each constable his duty for the day: he will ascertain by every means within his power that the constables perform their duties, himself inspecting two or three beats every week. On the occurrence of a crime within a Police station range, the head constable will send early

intimation to his Divisional Inspector—by *express* in cases of *grave* crime, Volume II, Form No. 20—to the local Magistrate and to the Head-quarter office when necessary, and proceed at once to the spot to detect and apprehend the offender. Attention should be given to the rules laid down regarding Occurrence reports—P.O. No. 132. He is responsible for the accuracy with which the proper forms are kept in the station-house, and for the punctual despatch of the daily station-house report and all other papers, submitted to the Head-quarter office, to the Divisional Inspector and to the Magistrate.

Note.—When reporting specially grave cases of crime, *red* covers will be used.

(b) He will mention in his station-house reports any outbreak of cholera within the local limits of his jurisdiction, and full information will continue to be given *daily* during the continuance of the epidemic. He will arrange for the distribution of medicine during the prevalence of cholera; the Magistrate will be requested to supply the station-house liberally, and beat constables should carry aid to heads of villages where cases are occurring. The Police should assist the staff employed on cholera duty in getting information and removing sanitary defects.

Note.—In case of any prisoner being attacked with cholera in a Police lock-up, he is at once to be taken out of the cell, placed in an airy part of the station-house, and every exertion made to overcome the attack. Medical aid, if available, should, of course, be at once called in.

(c) Every Police station will be provided with a vernacular copy of the Station-House Officer's Manual. As a useful guide both to District officers on their tours of inspection and to Divisional Inspectors, and as a stimulus to good conduct on the part of the men, a small book will be kept by each Police officer under the rank of Inspector in Form No. 21. This book will contain, first, a descriptive roll of the man, *i.e.*, name, birth-place, caste, age, previous occupation, dates of promotion and reduction, examinations passed (*vide* P.Os. Nos. 224 and 228), &c.; second, transfers from division and station; third, instances of cases detected or other good-conduct reward, &c. All leave granted to head constables (second grade and below) and constables, will be shortly entered on the last page. The entries in this book will be made by Inspectors and will be carefully examined and verified by District officers on their tours of inspection. The book will be produced by each man with his kit. The Defaulter Sheet ordered to be kept by Inspectors will be separate from this book.

Note.—(1) In the "Statement of Cases detected," the part taken by the individual Police officer must be clearly shown, and those instances only must be entered in which the Police officer has by his own skill or exertions appreciably contributed to the detection of the case.

(2) Entries of rewards, good services or good-conduct stripes in small service books will not be made by Inspectors until sanction of competent authority is obtained for them.

(d) Head constables should be addressed in the honorific plural, and should, like pleaders, be allowed a seat when conducting cases in Court.

(e) When a station-house officer leaves a station, even for a short time, he should invariably appoint another head constable or constable to take charge during his absence. The date and hour of his departure and return should be noted in his note-book and reported also in the station-house report.

Constable.

* 22. Every constable should reside in lines, or in the immediate neighbourhood of the station-house, under the command of the head constable. He will be made amenable to strict discipline and good order. Prompt obedience to all lawful orders will be exacted from him, and quick and

punctual execution of every duty entrusted to him. On daily patrol he will be held responsible for report of all occurrences within his beat. He will be required to make himself acquainted with every part of his beat, with the inhabitants of the villages falling within it, and especially with all suspected characters, whose movements it will be his daily duty to watch: he will inspect the Village Police and report all neglect of duty: he will communicate with every Village Magistrate and will take, in concert with him, such measures as the law admits of in regard to matters within the scope of his duty as a Police officer: he will execute every criminal process that may be directed to him: take charge of prisoners and persons legally arrested by the Village Police, and of stolen property: he will receive from the Village officials and convey to the station-house any report of occurrences in each village of his beat: he will make his own independent and general observations, and make his report verbally on his return to the station-house: he will urge the removal of nuisances, &c., and report if his directions are not attended to: and he will generally watch over the public well-being, and obtain and transmit information of public importance.

Note.—(1) Every constable in the force will be provided with a catechism, and, if he can write, with a note-book.

(2) The immediate official superior of a constable is the station-house officer.

Instructions relating to—

Beat Duty.

23. (a) This matter is of the greatest importance to the vitality of the force, and many a good case is lost through the ignorant or imperfect and careless action of a beat constable. District officers will, therefore, give their earnest consideration to the subject, and insist upon having beat duty thoroughly attended to by Inspectors and station-house officers. The means used for seeing that beat work is properly done vary in different districts, and, owing to circumstances differing in different parts of the Presidency, no uniform method can be followed. Superintendents should, however, remember that the regular and intelligent performance of beat duty is the most important part of a constable's office.

(b) A list of crimes reported in which information is required, and the names of persons to be arrested or watched should be read over to the men before they proceed on beat.

(c) At the daily breaking up of the station class at 6 P.M., the officer in charge of the station will allot the night and day beat duties, &c., for the following 24 hours and enter the same in the Duty roster then and there. Night beats or patrols should leave the station at such hour as the Inspector, with the approval of the Superintendent or Assistant Superintendent in each case, may order in writing, and should return after daylight, and morning beat constables should be despatched at 6 A.M. and should be back by 11 A.M. or noon the same day. All beat constables should leave their stations with distinct orders from the officer in charge, and similarly should, on return from beat, report themselves at the station before proceeding to their houses.

(d) Station-house officers should carefully catechise constables on their return from beat, thus eliciting information and stimulating their observation, and see that the columns in the Beat Book, Volume II, Form No. 22, are properly filled up. They will also check the rosters and beat

books with those of the meeting stations as early as possible after the expiration of each month, bringing to notice any discrepancies that may be discovered.

(e) Every man in a station should be fully acquainted with every beat and with the suspected characters and undetected crimes of each beat. This can only be effected by a *daily* interchange of beats among the men.

(f) Petty officers must not be permitted to stop beat duty at their pleasure, nor should they be allowed to take constables with them when going to check beats.

Note.—(1) The abstract on the back of the Duty Roster, Volume II, Form No. 23, will be prepared at the end of each month. The Village Roster, Form No. 24, is made out on the same form as the Duty Roster, the names of the villages in the beat being entered in the first column instead of "Nature of Duty," and a line being drawn across the sheet to separate the beats. The number of the man visiting the beat should only be entered opposite the villages from which he brings back proof of his visit.

(2) When stations are not more than 10 miles apart, beat constables will be required to go direct to the opposite station in the event of their not meeting the beat constable of that station at the prescribed meeting place. If entrusted with the delivery of papers, reports, &c., they must invariably go direct under such circumstances irrespective of distance. Constables told off on purely road patrol duty should not be hampered with the carrying of reports, when it is possible to send them by beat, but it is better to send the report by a patrol than by a talaiyari or a cooly.—*Vide* rules at page 331, Appendix.

(3) Beat constables should be instructed to visit railway stations in their beat and ascertain from platform constables any information regarding the arrival or departure of any suspicious foreigners and obtain the signature of the platform constable in his beat book.

(4) Road patrols must invariably take precedence of village beat and be sent out daily. When there is an insufficient number of men in stations to perform both these duties, the village beats will be stopped. The Police *can* prevent the commission of crime on highways by a regular system of patrolling, and they must use their best endeavours in this direction.

Detective Duty.

24. (a) The duty of tracing out and bringing to light cases of grave crime can, as a general rule, be entrusted only to the higher and most intelligent grades of the service; and the closest and most constant daily watch over the conduct of the men so employed must be exercised. Officers are not justified in delegating the detection of an important case to subordinate agency, while they themselves scarcely give it another anxious thought. The inferior ranks must, of course, be occasionally employed to follow up secretly some special clue or to trace out some offender; but, as a rule, their work should be confined to this special service. Men should never, if it can be avoided, be employed singly in plain clothes and on secret service. Two together aid and watch each other.

Note.—Particular attention should be paid to the subject of disguises, and Police officers warned of the possibility of offenders assuming various characters.

(b) Superintendents cannot be too careful how they use detective agency. For all depends on the integrity of the man, and much on his judgment. No rules can be laid down for the steps to be taken for detection in each case. The circumstances are so various and the little indications which lead to discoveries depend so much on the class of criminals suspected, that it must be left to the individual to follow up in his own way any clue that may be obtained. The greatest care and discrimination are required in selecting the persons to form a detective force,—a peculiar aptitude, unwearied perseverance and strict integrity are essential. No association with thieves or bad characters is allowed, except for the purpose of receiving information in a particular case. Detective officers should be seen frequently and while full confidence should be shown in them they should be kept under the strictest

control. Superintendents are specially warned against the practice above hinted at—of Police officers consorting with bad characters for the purpose of detection. An unprincipled man never will make a reliable and good detective, and never should be admitted into a Police force. Information must often be gained by a detective officer amongst thieves; but, in the man himself, strict integrity is almost more essential than ability.

Note.—Superintendents and Assistant Superintendents, when handing over charge to another officer, will invariably pass to the relieving officer a list of all men who have exhibited detective ability, showing the divisions to which they belong as well as any rewards they may have earned.

Powers of the Police extended to the General Police District.

25. (a) By section 3, Act III of 1888, India, a member of the Police establishment of any presidency, province or place, may discharge the functions of a Police officer in any part of British India beyond the limits of the presidency, province or place, and shall, while so discharging such functions, be deemed to be a member of the Police establishment of that part and be vested with the powers, functions and privileges, and be subject to the liabilities, of a Police officer belonging to that establishment.

All Police authorities must everywhere assist in the execution of Police duty. A difference of districts should not for a moment arrest the pursuit of a criminal or stop a detective in following up a clue.

(b) Police officers must learn that it is their duty to follow an offender themselves, no matter where he goes. Their powers of arrest and procedure are laid down in the Code of Criminal Procedure.

(c) The communication between the frontier Police of adjacent districts is of the first importance, and must be reduced to an unvarying system of daily communication and interchange of intelligence and aid. Superintendents are earnestly urged to keep up a frequent and confidential intercourse (to meet personally, as frequently as possible,) with the officers of neighbouring districts. In order to secure that, at all events once a year, those Superintendents for whom especially meetings are important should meet, orders given in the Appendix, page 332, will be attended to. Inspectors of frontier divisions will be required to arrange meetings with Inspectors of adjacent taluks in neighbouring districts once in six months on a date to be fixed by the Superintendents concerned. The senior Inspector will preside at the meeting and a minute of the proceedings will be forwarded by each Inspector present to his District Superintendent. The latter will report in his Weekly Report, Part I, for the information of the Inspector-General, any matter of interest discussed at such meetings, or which he considers should be brought to his notice.

Note.—The meetings of frontier Inspectors are *not* for the discussion of all kinds of Police matters. They are held simply to enable frontier Inspectors to see whether the communication between frontier stations has been good and whether any better arrangements than those existing can be made. New meeting places can, if necessary, be appointed, special gangs which have moved across the frontier traced, special known depredators pointed out and their whereabouts discovered, villages which, for special purposes, it may be necessary to watch, named and marked, &c. Superintendents should warn their frontier Inspectors to take care that their meetings are not given up to discussing a number of general matters which do not specially concern them.

Deputation on special duty, or in other districts.

26. (a) Police officers sent on any duty of a special nature will invariably be furnished with a pass, Form No. 25, Volume II, stating the duty on

which they are ordered to proceed. When deputed outside the Presidency, a pass in Form No. 26 will be issued signed by the Superintendent.

(b) No Police officer will be detached on duty into another district in disguise, without taking his *sammad* (certificate of appointment), Volume II, Form No. 27, and a voucher sealed and addressed to the Superintendent, to be used if occasion requires.

(c) Men detached to do duty in another district will invariably be formally made over to the officers of that district by a communication to the District Superintendent, and likewise to the Inspector at the scene of the duty which they are sent to perform. They will be placed entirely under their orders respectively, and they will act in every way as a part of the Police of the district to which they are sent. They are then under the orders of officers of that district exclusively.

(d) When men sent on duty to other districts are granted leave and the like, passports will invariably be issued to the individuals. Inspectors to whom such a man is subordinate will be held responsible if he be found without one.

Procedure when a breach of the peace is anticipated.

27. (a) Section 16, Police Act, provides for obtaining aid of the residents, through a Magistrate, in the event of a threatened disturbance. Police officers should most carefully ascertain the instigators of anticipated or threatened riot; and if they think that throwing the responsibility of preserving the peace on the probable ring-leaders will have the effect of causing them to reflect and hesitate in inciting the outbreak, they should apply specially to the Magistrate for *their* services to keep the peace amongst their followers. In several instances of anticipated caste riot, the mere intimation to the ring-leaders that the provisions of the law may be put in force as regards them has sufficed to arrest very threatening appearances.

(b) Missionaries are entitled to the same protection from the Police as others while following their peaceful avocations. The Police are not only not to interfere with them or the hearers, but, when a disturbance may be apprehended, it is the duty of the Police to be present to prevent such disturbance, to desire those likely to become riotous to move on, and to take steps to mark and eventually to apprehend the ring-leaders of any breach of the peace.

(c) Officers of Police are frequently applied to by private individuals or bodies of villagers to interfere or to allow the Police to be present to prevent a breach of the peace when they are ploughing their land, reaping their crops, leading water to their fields, and so on; matters of this kind need great circumspection, and always require, sooner or later, the intervention of a Magisterial officer. Police officers should, therefore, take good care that a Magistrate shall take cognizance of the matter before the Police take any action in such a case. For the danger from delay in these cases is rarely so imminent that the applicant cannot quite as easily apply to a *Tahsildar* or *Sub-Magistrate* or to the European officer in charge of district or division as to an officer of Police. Extreme emergencies must, of course, be dealt with by the Police, according to their own discretion.

27-A. It must be remembered that one of the most important duties of the Police is the collection of information about every movement which may

lead to a breach of the peace, and the communication of such information to the Magistracy. This obligation must be impressed by Superintendents upon their subordinates of all ranks, and any failure in the performance of this duty by any Police officer and, in particular, by beat constables, station-house officers and Inspectors must be punished with severity.

Conduct of the Police on duty.

28. (a) No Policeman has any right whatever to interfere with or even accost any individual who is not breaking the law in his presence, or who is not charged before him with having broken the law, or in regard to whom he has not *reasonable* grounds for believing that he has broken or is about to break the law. A Police officer, therefore, can very rarely have any business to interfere with people of any kind.

(b) He ought not, while on duty, to accost or speak to any person, except when his duty requires him to do so. And when he has to do so, he is required to use civil and respectful language, to use no more words than are absolutely required, and to preserve a quiet but firm demeanour. Men are required to use their eyes, but never to speak when it can be avoided—much less to touch or arrest any one. Nothing can justify even a night patrol in addressing with authority, or interfering with, peaceable inhabitants passing to and fro in the street at any hour of the night.

(c) Even where there is reason to suspect the intentions of an individual, it can rarely be necessary to do more than *observe* him, and let the suspected party feel that he has been marked. If this be done crime will rarely be attempted. When *reasonably* suspected persons are observed lurking about, a Policeman should confine himself to following and observing the party quietly, until he commits some act, which unmistakably shows his intention to break the law.

Relations between the Police and the Magistracy.

29. As the preamble to Act XXIV of 1859 puts it, the Police force is organized to be an efficient instrument at the disposal of the Magistracy for the prevention and detection of crime. The obligation on the part of superior officers in regard to this matter is laid down in P.O. No. 12 (d). It is impressed on all officers of the force that, although in matters of internal discipline and ordinary duties, the Police is controlled by the Inspector-General under the orders of Government, the members of the force are, nevertheless, absolutely subordinate to the Magistrate in the strict sense of the term, and are bound to carry his orders into execution without cavil or delay, although it is, of course, open to them to represent any objections that they may perceive to the course they are directed to follow, when the responsibility for the consequences of insisting on it will rest with the Magistrate.

Attendance at Sessions.

30. (a) Superintendents will attend Sessions occasionally, more especially during the trial of important cases. To Assistant Superintendents it affords useful training, and they should be required to attend more frequently.

(b) Police officers who have had charge of a case before the Magisterial Court should, as a rule, accompany their case to the Sessions, and there see it through its true ordeal and sifting.

(c) As a rule the Divisional Inspector will always attend at the Sessions during the trial of his cases, unless prevented by some emergent work in his division or some special investigation, in which case he may be permitted by his superior officer to remain in his division, provided the head constable in charge of the case is capable of looking after it.

(d) A smart head constable will be deputed to be in attendance at criminal trials in the Sessions Courts. As far as possible the same man should be sent on this duty every month. He will be at the disposal of the Sessions Judge for the purpose of keeping order.

(e) All orders relative to cases will be given to the Public Prosecutor or the officer in charge of the case.

(f) All Policemen attending the Court will report themselves to the officer in charge of the case in connection with which they have arrived, and will be under his supervision and control while in attendance there. The officer in charge of a case will report all delinquencies or shortcomings of the Police as observed in the course of the trial and he will see that constables, when no longer required, return promptly to their stations. It will be his duty to inform himself most accurately of the true facts of his case or cases and the character of the evidence produced, in order that he may be able to aid the Public Prosecutor with all the information calculated to throw light on the case and advance the course of justice. He should also inform the Court, if required, as to what diaries, occurrence reports, &c., are extant in the Police department, which may tend to bring out the truth. He will obtain from the Superintendent and produce any Police papers required by the Court and will report the issue of his case or cases to the Superintendent.

(g) Superintendents of Police will forward every month to the Deputy Inspector-General of the range printed copies of judgments of all Police cases held at Sessions, together with a summary (Form No. 28, Volume II) of the results of Sessions cases. At the foot of the summary, a note will be added showing the dates on which the Sessions began and ended, and whether the Superintendent, Assistant Superintendent, or any Inspector attended. The summary will be forwarded by the Deputy Inspector-General to the Inspector-General with such of the judgments as the Deputy Inspector-General considers it necessary to forward under P.O. No. 12 (o) (13).

Where the conduct of Police officers has been unfavourably or otherwise commented on in the judgments, the Superintendent should note what notice has been or is about to be taken of the conduct of the Police officers alluded to, and in all serious cases a special report on the subject should be forwarded when the matter has been disposed of.

Inspection of Stations.

31. (a) Inspection must be steady and methodical and carried out division by division and, as it should embrace an inquiry into the character, conduct and antecedents of every man in a Police station, and a close scrutiny into the conduct of the Police in every case of crime (detected, undetected or referred) recorded in the register since the last visit, besides various other matters of routine and discipline, investigation of complaints, &c., it is obvious that even the smallest station cannot be properly inspected in a less period than one whole day.

Inspection piecemeal, i.e., rushing out paying a superficial visit to two or three stations and returning rapidly to head-quarters is not proper inspection. When the inspection of a division is commenced, it should not be

discontinued (of course unless the officer be unavoidably called away) until all the stations of the division are inspected.

Deputy Inspectors-General will particularly see that inspection begins from the beginning of the year and is carried on systematically right through. Personal investigation of crime, of course, must interfere to some extent with the regularity of inspection, but, in nearly every case, even if the inspecting officer has to leave the division he is inspecting more than once for investigating work, it should be possible for him to return to it and complete his inspection before he takes up another division.

Note.—(1) For the purposes of inspection, the calendar year will be reckoned, *i.e.*, from 1st January to 31st December.

It is necessary that by the 31st December of every year Superintendents and Assistant Superintendents should have inspected every station in their respective charges, but it is wrong to leave much of their inspection until the end of the year and then rush through it, doing it badly.

(2) Inspections should not take place on Sundays or on other sanctioned holidays.

(3) Inspection by the Inspector-General or the Deputy Inspector-General does not take the place of the required annual inspection by the District officers. It is necessarily less detailed and does not in many cases embrace points which must be carefully gone into by the Superintendent or the Assistant Superintendent of Police. The Inspector-General's or the Deputy Inspector-General's object in inspection is not to do the District officer's work for him, but to see how the latter does it and with what results.

(b) So far as economy can be produced by travelling slowly, instead of rapidly, it is entirely consistent with the efficiency of inspection, and rapid travelling, unless with some special objects, will not be permitted.

Note.—Only such records should be carried as are really required for the purposes of the tour. These would ordinarily be of very moderate bulk. The extra expenditure actually incurred by the carriage of such records may be charged for in the contingent bill, but charges for the conveyance of office furniture or of travelling writers, &c., cannot be admitted.

(c) District Superintendents with the sanction of the Deputy Inspector-General should occasionally direct their Assistant Superintendents to inspect one of the Police divisions of the main range, while the Superintendent himself inspects one of the divisions in the Assistant Superintendent's charge. By this means a District Superintendent will obtain a close knowledge of the working of his sub-division without an undue tax upon his own time and labour. In the annual return of inspection it will be noted that certain stations were inspected by the Assistant Superintendent *for* the Superintendent and *vice versa*. Station Inspection Reports should be carefully prepared and exchanged between the two officers.

(d) In reporting on divisions and stations, Forms Nos 29 and 30, Volume II, should be used.

Note.—(1) These reports should be sent as enclosures with, but should not be attached to, the Weekly Reports, nor should they be attached to each other.

(2) Inspection Reports on being returned to District officers will be filed in the Superintendent's or Assistant Superintendent's office as the case may be. They will be retained for three years.

(3) Officers proceeding on inspection duty should invariably take with them the inspection reports for two previous years of the divisions which they are about to inspect.

(e) When a Superintendent or Assistant Superintendent has completed the inspection of a division, he will leave with the Inspector thereof a memorandum as to—

(i) What has been found wrong or defective and the orders given for correction or improvement.

(ii) State of records, arms, accoutrements, clothing, &c.

(iii) Proficiency in drill of the Inspector, station-house officers and men.

(iv) State of detection of grave crime.

(v) Opinion generally of the state of the division.

In the memorandum great stress should be laid on any failure on the part of the Inspector to enquire immediately into grave crime. On a subsequent visit the officer should examine this memorandum to see that his orders have been carried out.

(f) Superintendents and Assistant Superintendents of Police should, when inspecting divisions, see that their Inspectors thoroughly understand the rules laid down on the subjects of firing on mobs and the use of batons in dispersing unlawful assemblies.

32. The itineration of the Superintendent or Assistant Superintendent should be recorded in the Itinerary Register, Form No. 31, Volume II. The book is to be posted up monthly from the officers' travelling allowance bills.

The Inspectors' itinerary returns should be sent in on the last day of each month in Form No. 32, Volume II, and they will be filed by divisions in the Superintendents' and Assistant Superintendents' offices, respectively.

Note.—(1) In their monthly itinerary returns, Inspectors will enter the total number of days passed at their Cusbah stations in the column headed 'Number of visits' and no entry need be made under the head 'Number of hours passed' with reference to Cusbah stations.

(2) In the Inspector's itinerary return only the time actually spent at a station should be shown opposite to the name of that station. Time spent in villages attached to the station, &c., should be entered in a line below the name of the station.

(3) Inspectors will enter at the back of their itinerary returns the beats and patrols they have checked during the month with date and hour. These dates will be checked at the office with diaries and station reports. When visiting beats, Inspectors should take the beat books with them and verify the signatures and report having done so in the diary for the day.

Kit Inspection.

33. (a) A regular weekly inspection of kit and accoutrements of the men at each station will be held every Monday throughout each district.

(b) At district head-quarters, the Inspector in charge of the reserve will hold the inspection under the instruction of the Superintendent.

(c) At division head-quarters (Taluk Cusbah and Inspector's head-quarters), the inspection will be held by the Inspector, or, in his absence, by the senior head constable.

(d) The officer in charge of each station-house will hold a similar inspection of the men under his charge. The result will invariably be noticed in the station-house report of the day.

(e) Every constable is required to produce the following articles, in fair order and serviceable, at kit inspection :—

- | | |
|---|--------------------|
| 3 Drill suits. | } The last issues. |
| 2 Warm coats or
Cardigan
jackets. | |
| 1 Cumby. | |
| 2 Turbans. | |
| 1 Pair of sandals. | |
| 2 Angarkas. | |

Note.—A plan of kit inspection is given in the Appendix, page 333. The dress worn is not included in it.

(f) Other articles of previous issues may be given absolutely to men remaining in the service for making up underclothing and mending the clothing in wear.

(g) Belts, batons, beat badges, haversacks, *sannads* (certificates of appointment), small service books, medical history sheets, note-books and the constable's catechism must also be shown at kit inspection.

(h) In all cases of inspection by officers above the rank of Inspector, head constables should show their kits with those of the other men. In the cases of inspection by Inspectors it is not necessary for them to do so.

Visiting Book.

34. (a) The Visiting Book, Form No. 33, Volume II, is for the remarks of Superintendents, Magistrates and other inspecting officers above the rank of Inspector. Inspectors will enter their names and dates of their arrival and departure and their remarks in the book (Form No. 34, Volume II), specially provided for them. In addition to the visiting book kept at each station, another book will be maintained by each Inspector in which inspecting officers will enter their remarks on the state of the division and their orders to the Inspector.

(b) Every visit to a station (other than his head-quarters) by a Superintendent or Assistant Superintendent should be recorded in the visiting book of such station, and, when no formal inspection is made, reasons for it should be given in the column of remarks.

Superintendents and their Assistants should, after completing the inspection of a station, write their remarks fully in the ordinary visiting book of the station, a vernacular translation of the same being entered in the Inspector's visiting book. A certified true copy of the remarks will be attached to the printed inspection report of each station.

Superintendents and Assistant Superintendents will note that remarks as to the results of inspection should always be left in the visiting book of the station for the information of officers who inspect the station after them. It is very important that the Deputy Inspector-General and the Inspector-General in inspecting should be able to see from the visiting book the results of the last inspection made.

(c) An Inspector or acting Inspector must record in the visiting book of his Cusbah station the date on which he assumes or resumes charge of his division.

The Inspector's visiting book is not intended for remarks of a stereotyped nature, but for specific instructions for the guidance of station-house officers. If an Inspector does his work properly as laid down in paragraph (b) of P.O. No. 14, and properly inspects his station, records, drill and general education of his men, he will usually find a number of faults and shortcomings, which should be pointed out to station-house officers, and, as far as possible, rectified before the Inspector leaves the station. All these faults and shortcomings should be entered in the Inspector's visiting book with full instructions for the information of station-house officers, and, if they continue to neglect the said instructions, they should be reported for punishment, the dates on which they were warned, &c. being quoted from the visiting book.

Village Sanitary Inspection Book.

35. The Government have ordered the maintenance in all Unions of a Village Sanitary Inspection Book in which a record will be kept of all the sanitary features of the village. A page is left for the remarks of the

inspecting officer and all gazetted officers of the Police are ordered by Government when inspecting such villages to enter in the book any remarks they may have to offer on the sanitary condition of the village. All officers should ask for the book and note in it anything of importance which may come under their observation.

Undertaking new duties.

36. No new duties of any kind shall be undertaken by Superintendents of Police, or the Police under their orders, without the previous sanction of the Inspector-General of Police.

Reserves.

37. (a) Men should not, as a rule, be transferred from the reserve to fill up vacancies in other divisions, the vacancies thereby caused in the reserve being filled up by recruits. Divisions must bear their own casualties until trained recruits can be sent in. Occasionally, there may be special reasons for transferring a reserve man to another division; but, as a rule, the reserve must be kept together and trained to the highest pitch attainable.

(b) One first grade head constable may be allowed for the reserve. No head constable should be employed in a reserve who is not fully up to the standard (5 feet and 7 inches) laid down, and superannuated and inefficient head constables should not be retained in the reserve because they are unfit for any other work, as such a course results in stagnation in promotion and general apathy among men and petty officers, utterly detrimental to smartness and efficiency.

(c) The following are the rules for mobilizing Police head-quarter reserves, their formation, &c.:—

(1) On an order being given to mobilize a reserve division, all guards and orderlies supplied from the reserve are forthwith to be relieved from other divisions. All constables in schools studying for the station-house officers' test are to join the reserve. Recruits are to be posted to the head-quarter taluk division.

(2) Each Superintendent is to have standing mobilization orders in his office specifying the guards and orderlies to be relieved, and the divisions and taluk stations from which they should be relieved, and each Inspector in the district is to be furnished with a copy of these orders. In the station from which reinforcements are to be sent, there should be a printed notice containing the following particulars:—

- (1) Number of men to be sent.
- (2) Whether head constables or constables.
- (3) Who is to do the station work in the absence of the head constable.
- (4) To whom the men sent in are to report themselves.
- (5) What is to be their duties when they reach head-quarters.
- (6) Whether any beats, &c., are to be given up owing to their absence.

(3) The ordinary formation of a reserve so mobilized is to be two divisions; these are to be designated special divisions—thus one will be the A, the other the B special division.

(4) A special division is to consist of 1 Inspector, 4 head constables and 48 constables. If two divisions of this strength cannot be completed with the men of the reserve and the school, men to complete the strength of the special divisions are to be taken from other divisions.

(5) Inspectors of the special divisions are to be selected officers, having the requisite qualifications for such commands; their names are to be on record in the reserve mobilization standing orders.

(6) Care should be taken that the head-quarter town and taluk divisions are not unduly weakened in order to complete the special division. Formation and casual reserve duties during mobilization will be performed by these divisions, if reserve division constables are not available.

(7) An Inspector in charge of a special division is responsible for his division; he is to keep with him a roll containing the names of all the Police officers in his division.

(8) On the drill ground, and at other times if so directed, he is to be under the orders of the Reserve Inspector.

(9) A special division is to be divided into four sections, a head constable having charge of each section. The head constable will keep with him a nominal roll of the men of his section.

(10) If the A and B special divisions are called on for duty out of their district, or if more men for any special purpose are required in their district, one or more additional special divisions of like formation are to be raised from rural divisions at the discretion of the Superintendent of Police.

(11) Any Superintendent may, in cases of immediate emergency, call on one or more Superintendents of neighbouring districts to mobilize his or their reserves, and may require all or any part of the special divisions so formed to proceed to his district.

(12) All reserves are to be mobilized once a year at any time which the Superintendent may consider to be the most convenient; the special divisions are then to be drilled for fifteen days, both the Superintendent and the Assistant Superintendent being present at the drill.

(13) Superintendents are personally to supervise the formation of special divisions, and, as a rule, they should remain at head-quarters so long as the special formation continues.

(14) Unless ordered to the contrary, the head constables of a special division are to carry swords, the men to be armed with carbines, each man to be provided with ten rounds of ball or buck-shot ammunition. At annual mobilization, ammunition is not to be issued.

(15) Police officers detailed to do duty in special divisions are invariably to bring full kits with them including batons.

Section II.—Duties under Special and Local Laws.

The Madras Abkâri Act I of 1886.

38. (a) The following are the powers and duties of the Police under the Act:—

(i) *Of station-house officers.*

(1) To enter and search any place, seize anything liable to confiscation, and arrest any person without warrant on reasonable suspicion of the commission of an offence under section 55 or 57 or 58 (section 31).

Note.—Live-stock are not to be seized.

(2) To admit to bail, or forward in custody to the Abkâri Inspector or Magistrate, persons arrested and brought before them (section 40).

Note.—(1) A station-house officer is authorized to reject any surety which he may consider insufficient and therefore unsuitable.

(2) As persons residing out of British India cannot be proceeded against for breach of their bonds, security tendered by them should not be accepted.

(3) Cases in which Abkâri officers send offenders to the Police station to be released on bail will not be entered in the Crime Register, but will be noted in a separate Bail Bond book kept for the purpose. They will, however, be noticed in Part III of the station-house report for the day.

(3) To take charge of and keep in safe custody, pending the orders of a Magistrate or an Abkâri Inspector, all articles seized under the Act and delivered to them (section 53).

(ii) *Of every Police officer.*

(1) To arrest offenders and seize contraband liquor and articles in any public thoroughfare or open place without warrant (section 34).

(2) To arrest persons refusing to give name or giving false name (section 35).

(3) To assist Abkâri officers in carrying out the provisions of the Act (section 37).

(4) To require a shop to be kept closed for a time in cases of apprehension or occurrence of a riot or unlawful assembly in its vicinity (section 54).

(b) A list of persons, licensed under the Act, within each station-house officer's range, will be hung up in the station-house. Information in respect to illicit sale or manufacture will be carefully sought for by beat constables and reported at the station-house.

(c) The Police will carefully watch liquor shops and note such as are disorderly, and report the same to the Superintendent with a view to his bringing the matter to the notice of the Collector in order that the renewal of the license may be refused.

(d) Half a gallon of toddy may be possessed or transported without permit, and one-sixth of a gallon of country spirits, except in certain local areas.

(e) All Police officers will bear in mind the obligation under which the District Police force lies to aid the Abkâri Police in the detection of breaches of the Abkâri Law by reporting all cases that come to their notice in the discharge of their ordinary Police duties, as well as by reporting the heads of any villages in which illicit distillation or other Abkâri offences are known or commonly reported to be rife. It is not intended that the District Police should neglect their ordinary duties to hunt up Abkâri cases, but they should let it be seen and understood that they are ready and willing to co-operate with the Abkâri Police as far as it is in their power to do so.

Note.—The substance called 'Sonti soru' contains alcohol, so that its illicit sale and manufacture are punishable under section 55 of the Abkâri Act, and Police officers must co-operate with officers of the Salt and Abkâri department in the detection of such cases.

(f) The Police will bear in mind the permissive nature of the provisions in the Act relating to arrests. It is not desired that they should arrest for purely technical offences. In all cases which do not involve the public peace, bail should be freely accepted, the requirement of a surety being dispensed with, wherever possible, under the proviso in section 42.

Direct interference should be refrained from in all cases of the following specified classes :—

(i) Breach of any of the conditions of licenses and permits, and other offences under section 56 of the Abkâri Act.

(ii) Abetment of offences under section 61 of the Act.

- (iii) Offences under section 63.
- (iv) Transport of licit liquor in excess of the quantity mentioned in the permit.
- (v) Transport of more than half a gallon of toddy or one-eighth gallon of country spirits from licensed shops.
- (vi) Transport of licit toddy from topes to shops without, or with invalid, permits.
- (vii) Possession of liquor or spirits by shop-keepers in places other than those mentioned in the license.
- (viii) Tapping of trees in tree-tapping areas after the tax has been paid and before the trees have been marked or licenses have been issued, provided the treasury receipts are carried on the person of the toddy-drawers.

In all such cases it will be sufficient to report the offence without arresting the offender.

39. Salt and Abkari Exhibits.—(a) Officers in charge of Police stations are required to take charge of all articles seized in Salt and Abkari cases, pending the orders of a Magistrate or officer in charge of the circle, and allow samples to be taken. All samples of Salt and Abkari exhibits taken charge of by the Police shall be sealed with the seal of the officer in charge of the Police station.

Note.—Station-house officers will sign the receipt in Salt Form, P. 6, when articles are deposited with them for safe custody. Cases in which exhibits are sent will not be entered in the station crime register, the requisition in Form (P. 6) which is left at the station being a sufficient record. Such cases will, however, be noticed in the station-house report for the day.

(b) Station-house officers will forward at the end of every month a statement, in Form No. 35, Volume II, of all Salt and Abkari exhibits remaining undisposed of in their stations *through their Inspector* to the Inspector of the Salt and Abkari department. Inspectors should bring specially to notice in their daily reports any cases where Salt and Abkari exhibits may have been unduly long in their divisions.

(c) When there is delay in disposing of exhibits, or when the number of them becomes excessive, the Superintendent of Police should bring the matter to the notice of the Assistant Commissioner of the Salt and Abkari Revenue. Should this fail to produce relief, the Deputy Inspector-General will be requested to dispose of such complaints in communication with the Deputy Commissioner of the Salt and Abkari Revenue.

(d) Station-house officers are authorized, should they not receive orders regarding the disposal of toddy before it becomes offensive, to destroy the same of their own motion. Arrack, however, should not be destroyed without the orders of the Salt Inspector.

40. Police officers will take notice that the Abkari Act is in force only as regards liquor, and intoxicating drugs manufactured from the hemp plant.

The portions of the Act in force having reference to ganja, bhang and other intoxicating drugs prepared from the hemp plant are—

Chapters I and II.

Chapter IV, sections 15 and 16.

Chapter V, section 17, omitting clauses (a), (b), (c), (d) and (e), section 18 except clauses (b) and (f).

Chapter VI.

Chapter VII, sections 28 and 29, omitting clause (j) of the latter except as regards storage.

Chapters VIII and IX, omitting clauses (a), (b), (c) and (g) of section 55 and section 58.

Chapter X (Notification in the *Fort St. George Gazette*, dated 18th December 1888, Part I, page 900).

41. With reference to the requirements of section 54 of the Salt and section 40 (2) of the Abkári Act, station-house officers shall either forward in custody to Inspectors all persons arrested and brought to them for breaches of the Salt or Abkári Laws, or shall admit them to bail to appear before those officers. In the former case, occurrence and other reports and two out of three samples of the salt or liquor, if any, received by the Police station-house officer with persons arrested, will be sent with them to the Inspector; in the latter case, the bail bond (together with the occurrence report and samples, if any) will be handed over after being sealed by the station-house officer to the officer of the Salt and Abkári department making the report, in view to their transmission by the latter to the Inspector.

42. Superintendents of Police are directed to render all possible assistance to the Salt and Abkári department in respect to the compilation and checking of returns of Salt and Abkári cases.

The Indian Arms Act XI of 1878.

43. (a) The following are the powers and duties of the Police under this Act:—

(1) To arrest any person found carrying or conveying any arms, ammunition or military stores, whether covered by a license or not, in such manner or under such circumstances, as to afford just grounds of suspicion that the same are being carried by him with intent to use them, or that the same may be used, for any unlawful purpose;

(2) to take such arms, ammunition or military stores from him; and

(3) to take without unnecessary delay such person's arms, ammunition and military stores before a Magistrate (section 12).

(b) Persons (other than exempted persons) found going armed without a license (section 13) should be dealt with in accordance with section 57, Criminal Procedure Code, and the occurrence reported to the nearest Magistrate. List of persons licensed to possess arms, &c., is given in Form No. 36.

(c) Persons (whether licensed or not) are forbidden to go armed in railway carriages, to fairs, religious processions or other public assemblies, unless specially authorized by the officers granting the licenses.

(d) The premises, books and stock of dealers licensed under the Arms Act are to be inspected by the Superintendent or the Assistant Superintendent once a year, and by Inspectors every three months who will make a report (Form No. 37, Volume II) of the result of these inspections to the Superintendent. Reports of the results of these inspections will be made by the Superintendent to the District Magistrate. Superintendents and Assistant Superintendents will submit their reports in Form No. 37-A, Volume II.

(e) Inspectors of Police of all classes and Sub-Inspectors of the Madras City Police are exempted from the operation of all prohibitions and directions contained in sections 13 to 16 of 'The Indian Arms Act, 1878,' other than those referring to cannon, articles designed for torpedo service, war rockets, . . . and machinery for the manufacture of arms and

ammunition, subject to the proviso that the arms or ammunition carried or possessed by such persons shall be for their own personal use and not in excess of such quantities (if any) as may have been declared by the Governor-General in Council or the Local Government to be reasonable for them to carry or possess.

(f) With reference to section 1 (b) of the Act, head constables and constables are declared to be officers required to carry arms in the performance of their duty when escorting prisoners or treasure, when any serious breach of the peace occurs or is anticipated, and when they visit villages on beat duty at night or patrol high roads, and ghát talaiyaris when they assist the regular Police in guarding roads and hill passes.

(g) A register of licenses under the Arms Act will be maintained at every Police station and it will be checked every month with the register in the Taluk or Deputy Tahsildar's office and brought up to date. All inspecting officers will, at every inspection of the station, see that it is properly maintained. Inspectors of Police will further check the register by finding out from as many license-holders as possible whether they have their licenses and initialling the entry in the register.

Rules regarding the maintenance of Arms License registers and the grant and renewal of licenses are given on page 334, Appendix. A translation of rules, 3, 4 and 6 in the vernacular of the district will be hung up in every Police station.

(h) Extracts from the rules and regulations of the Government of India and the Local Government under the Arms Act are given in the Appendix, page 342, for the information and guidance of Police officers.

(i) In view of the prosecution of persons in illicit possession of Government arms and ammunition, the distinguishing marks on them are given on page 347, Appendix.

(j) The loss of any private arms and ammunition by native officers and men of the Indian Army (including reservists) must immediately be reported to the Civil Police. The Police will, in their turn, report such losses to the Chief Office for publication in the Police Gazette.

Statements of convictions under the Arms Act should also be sent to the Chief Office for publication in the Police Gazette.

The Cantonments Act XIII of 1889.

43-A. The powers and duties of the Police under this Act are as follow :—

(1) Any Police officer may, without an order from a Magistrate and without a warrant, arrest any person not subject to Military law or subject to it otherwise than as an officer or soldier within a cantonment or within certain prescribed limits around it, whom he finds selling or bartering spirituous liquor or other intoxicating drug without the permission of the person authorised to grant such permission, and may, without an order from a Magistrate and without a warrant, seize and detain the liquor or drug in respect of which the offence has been committed, as well as the vessels or coverings in which the liquor or drug is contained (section 15).

(2) A similar course may be followed in the case of unauthorised possession of spirituous liquor other than fermented malt liquor (section 15).

(3) If a person accused of an offence under clause (2) has been previously convicted of the same offence, an officer in charge of a Police station may, with the permission of a Magistrate, seize and detain the liquor or drug within the cantonment or limits which, at the time of the subsequent offence, belonged to the offender or was in his possession (section 15).

(4) Any member of the Police force employed in the cantonment may, without a warrant, arrest any person committing in his view a breach of any of the provisions of the following sections of the Cantonment Code, viz., sub-clauses (i) to (v), (vii), (xii) and (xiii) of clause (a), clauses (g) to (k) and clause (n) of section 66, 87 (2), 135-139, 141, 156-158, 161, 165, 170, 192, 204 (2), 205, 208, 209, 210 (3), 211, 213, 219 and 272 :

Provided, first, that in the case of the breach of any of the above provisions except those of 66 (a) (i), 192 and 272, no person shall be so arrested whose name and address are known to either the complainant or the arresting officer; or unless there is reasonable ground for doubting the accuracy of the name or address given by the accused, the burden of proving which shall lie on the arresting officer :

Provided also, that no person so arrested shall be detained after his name and address have been ascertained : nor, except under the order of a Magistrate, for a longer time than may be necessary for bringing him before a Magistrate : and

Provided also, that no person shall be so arrested for a breach of the provisions of section 209, except—

- (a) at the request of the person importuned or of an officer as defined in the Cantonments Act XIII of 1889, in whose presence the breach was committed; or
- (b) by or at the request of a member of the British military police force employed in the cantonment and specially authorised in this behalf by the Commanding Officer of the cantonment in whose presence the breach was committed.

(5) The officer in charge of a Police station in the cantonment to whom the fact of a person suffering from an infectious or contagious disease or his corpse having been carried in a public conveyance is reported should forthwith cause the conveyance to be disinfected, if that has not already been done (section 185 (c)).

The Cattle Trespass Act I of 1871.

44. (a) It is the duty of the Police to take charge of stray cattle and place them in the pound if they think that such animals will be stolen, if not taken care of; also to seize and place in the pound any animals found doing damage to roads, plantations, canals, &c. (section 11).

(b) The cultivator or occupier of the land is the proper person to seize and take to the pound cattle found trespassing on his land; but Police officers shall, when required, aid in preventing resistance to such seizures and rescues from persons making such seizures (section 10).

(c) It is the duty of the station-house officer to issue the notice required by law regarding impounded cattle not claimed within seven days, and to sell them if they remain unclaimed for a further period of seven days, unless some other officer is appointed by the District Magistrate (section 14).

(d) No Police officer or pound-keeper shall directly or indirectly purchase any cattle at a sale under the Act (section 19).

45. Sale by the Police of impounded cattle.—(a) The following is an extract of rule 27 of the Revised Special Fund Account and Audit Rules * :—

“Whenever cattle have to be sent to the Police for sale by public auction, under the provisions of the Act, the pound-keeper will send a report to the station officer in Form 8 retaining the counterfoil; he will also keep the cattle till they are actually required for sale. When the cattle are sold or returned to the owner, the station officer will make the necessary entries on the reverse of the form, and return the report to the pound-keeper together with the amount realised, after deducting the sum paid to the owner or agent. This report, together with the counterfoil to which it should be pasted on receipt back from the station officer, should be sent to the Tahsildar with the monthly remittance and extract from register No. 5. The station officer will keep a register in Form 9, which should be filled in before the report in Form 8 is returned to the pound-keeper. An extract from the register will be sent to the Tahsildar by the station officer at the close of the month.”

(b) Superintendents of Police will obtain the registers and forms referred to in the above extract from Deputy Collectors, and distribute them to the station-house officers.

Distrain—Section 20, The Madras Revenue Recovery Act II of 1864.

46. (a) The earliest intimation of a representation on the part of a distrainer should be given to the Tahsildar and Sub-Magistrate, and, if possible, his instructions taken. The intimation will be given by Occurrence report. Should time not admit of the Magistrate's instructions being received, the station-house officer will act as directed by law.

(b) The Police may aid in protecting the property distrained from rescue, but the Revenue officers are its proper custodians.

The Madras Rent Recovery Act VIII of 1865.

47. When an application for Police aid is made under section 19 of this Act, the Police must render assistance if they are satisfied that a disturbance is likely to take place, whether the application be in writing or not. Some facts must be stated from which the station-house officer may infer that there is reason to fear disturbance. Station-house officers will forbear to act on mere general assertions, or in respect of any house or the like not specified in the application. Station-house officers will report all the circumstances, and forward the original application, if made in writing, to the Superintendent, who will, if he sees anything worthy of being brought to the Collector's notice, at once submit the original papers with his remarks. The provisions of this Act shall not apply to the Malabar district nor to that portion of the Nilgiris district known as the South-East Wynaad.

Under section 43 of the Act, the Police are required to execute warrants of ejectment. Such warrants are really of the nature of notices, and they must be served by delivering a copy to the defaulter, or to some adult male member of the family at his usual place of abode, or to his authorised agent, or, when such service cannot be effected, by affixing a copy of the warrant on some conspicuous part of his last known residence, or on some conspicuous part of the land to which it refers. If no appeal is preferred to the Collector

* This rule corresponds to articles 105-112 of the Special Funds Code, 1905.

within fifteen days after service, or an appeal has been preferred and decided against the defaulter, then, provided the amount named in the warrant has not been paid, the Police officer shall place the person who has procured the warrant in possession.

The Indian Emigration Act XXI of 1883.

47-A. The following is a summary of the most important provisions relating to emigration :—

1. Free emigration is allowed only to Ceylon or the Straits Settlements. Emigration to any other place outside India comes within the Act (section 6 (1)).

2. A person shall not, unless he holds a license granted by the Protector of Emigrants, Madras,—

- (a) enter into, or attempt to enter into, any agreement with any person purporting to bind him to emigrate, or,
- (b) in consideration of any hire or reward, induce, or attempt to induce, any person to leave any place for the purpose of emigrating, or,
- (c) act or be employed in any other respect as a recruiter of emigrants (section 20 (2)).

3. A recruiter shall not, in any place beyond the limits of the port of embarkation (*i.e.*, Madras), enter or attempt to enter into any agreement with any person purporting to bind him to emigrate, or induce or assist, or attempt to induce or assist, any person to leave any place for the purpose of emigrating, or act or be employed in any other respect as a recruiter of emigrants, unless his license bears the countersignature of the District Magistrate (section 23 (1)).

4. Any person of the age of sixteen years or upwards can enter into an agreement to emigrate to any place to which emigration is lawful. In the case of a person under sixteen years of age, such agreement shall be entered into by the parent or guardian of that person (sections 39 and 40).

5. A recruiter shall not remove or attempt to remove any intending emigrant to a depot, or induce or attempt to induce him to go to a depot, or to leave the local limits of the jurisdiction of the Magistrate by whom the recruiter's license has been countersigned, or aid him in going to a depot, or in leaving any such local limits, until the intending emigrant has been registered under the Act as an emigrant (section 46).

6. The District Magistrate and Sub-Divisional Magistrates and, during the absence of those officers, the Treasury Deputy Collector, are the Registering officers in every district (G.O., No. 588, Public, dated 5th June 1896).

7. The port of embarkation for the Madras Presidency is Madras (section 7).

8. When an emigrant has been registered at a place beyond the limits of the port of embarkation, he must, while proceeding to the depot, be accompanied throughout the journey either by the recruiter himself or by a competent person appointed by him with the approval of a Magistrate (section 47 (2)).

The Magistrate shall give to the person so appointed a certificate signed by him stating that he has been appointed for the journey to the depot (section 47 (3)).

9. The following are the powers and duties of the Police under the Act :—

(i) *Of every Police officer.*

To arrest without a warrant any person (other than a recruiter licensed under the Act) who, except in conformity with the provisions of the Act (*vide* paragraphs 1 to 8 *supra*) or of the rules made thereunder,

- (a) makes, or attempts to make, any agreement with any Native of India, purporting to bind him to emigrate, or,
- (b) in consideration of any hire or reward, induces, or attempts to induce, any Native of India to leave any place for the purpose of emigrating, or otherwise acts or is employed as a recruiter of emigrants, or,
- (c) in consideration of any hire or reward, receives into or detains in any place any person with a view to his being registered as an emigrant, or after his registration as an emigrant and before his departure for the depot at the port of embarkation (section 82).

(ii) *Of a Police officer of and above the rank of a station-house officer.*

(1) To call upon a recruiter licensed under the Act to produce his license granted under section 20 of the Act (section 20 (3)). Such license shall, on production, be examined as to,

- (a) whether the period of one year, for which it is granted, *vide* section 22 (1), has lapsed, and
- (b) in any place beyond the limits of the port of embarkation, whether it is countersigned by the District Magistrate of the local area within which the recruiter recruits (section 23 (1)).

If the license has lapsed or if it is not countersigned as stated above, the Police officer making the examination shall immediately report the matter to the nearest Magistrate.

(2) To call upon, under section 26 (3), a recruiter licensed under the Act to produce the statement supplied to him under section 26 of the Act, setting forth the terms of the agreement which the recruiter is authorized to offer on behalf of the Agent to intending emigrants. The statement mentioned herein should be in English and the vernacular language or languages of the district and should be countersigned by the Protector of Emigrants, Madras.

(iii) *Of a Police officer of and above the rank of Assistant Superintendent.*

To inspect sub-depots and to report any neglect found to the Registering officer.—Section 27 and rules 9 and 12 of the Government of India.

Sub-depots situated elsewhere than at the head-quarters of the district or sub-division shall be inspected at least once in each six months by a Police officer of rank not lower than that of an Assistant Superintendent. The visits should take place without notice and at irregular intervals (rule (11)).

The Indian Explosives Act IV of 1884.

47-B. (1) Whenever there occurs in or about, or in connection with, any place in which an explosive is manufactured, possessed or used, or any carriage or vessel either conveying an explosive or on or from which an explosive is

being loaded or unloaded, any accident by explosion or by fire attended with loss of human life or serious injury to person or property, or of a description usually attended with such loss or injury, the occupier of the place, or, the master of the vessel, or the person in charge of the carriage, as the case may be, shall forthwith give notice thereof to the officer in charge of the nearest Police station (section 7).

(2) Whoever is found committing any act for which he is punishable under this Act or the rules under this Act, and which tends to cause explosion or fire in or about any place where an explosive is manufactured or stored or any railway or port, or any carriage, ship or boat, may be apprehended without a warrant by a Police officer . . . and be removed from the place where he is arrested and conveyed as soon as conveniently may be before a Magistrate (section 13).

(3) Any person holding a license, or acting under a license granted in accordance with the rules published under this Act, shall be bound to produce the same when called upon to do so by any . . . Police officer in charge of a Police station, or by any Police officer of higher rank (rule 34 of the rules under the Act for the manufacture, possession and sale of explosives).

(4) The license-holder shall exhibit his stock and his books of manufacture and sales to any . . . Police officer not below the rank of Inspector when such officer may call upon him to do so (rule 3, license rules).

(5) For other rules published under this Act see Appendix, page 358.

The existing rules under the Indian Explosives Act do not empower Police officers in the *mufassal* to inspect premises licensed thereunder. In the case, however, of shops licensed under the Explosives Act and declared under rule 36 of the Explosives Rules to have been licensed under the Indian Arms Act also, periodical inspections should be made by Police officers as is the practice in respect of shops licensed under the Arms Act in Forms VI and VII—*vide* P O. No. 43 (d).

Extradition.

Note.—Police Orders Nos. 48 to 50 should be read with Act XV of 1903 which repeals Act XXI of 1879, and the Manual of Procedure relating to Extradition.

48. (a) The Foreign Jurisdiction and Extradition Act XXI of 1879 extends to the whole of British India, to all Native Indian subjects of His Majesty beyond the limits of British India and to all European British subjects within the dominions of Princes of States in India in alliance with His Majesty, but it applies only in cases for which no other law or treaty provides.

(b) Processes issued by Civil and Criminal Courts in British India may be executed in Mysore in the same manner as if they had emanated from Courts in Mysore.

49. The Extradition Law which governs Ceylon is contained in Statute 44 and 45 Vict., Cap. 69 ; and the essential parts of the procedure therein required are—

(1) That the Magistrate must have some satisfactory evidence before him to justify the issue of a warrant for the apprehension of the offender ;

(a) That the warrants should recite the essential particulars of the offence complained of and the section of the Indian Penal Code or other law

under which it is punishable, and should state that the offence is within the cognizance and jurisdiction of the Court applying for extradition. Such warrants should be addressed, not to Ceylon officials, but to the Police officers who take them to that colony for execution. They should be signed by the presiding officer, and should bear the seal of the Court; and, if the Ceylon authorities require any further authentication, the Police officers to whom the warrants have been directed should be prepared to give evidence on oath in accordance with the provisions of section 29.

(2) That true copies of the depositions, &c., on which the warrant was issued, must be furnished to the constable who is to proceed with the warrant to Ceylon;

(3) That the constable should be in a position to swear that the depositions, &c., are true copies, and to the seal and signature of the Magistrate granting the warrant;

(4) That on arrival in Ceylon the constable is to place himself in communication with the Colonial Police, in view to obtaining the endorsement of His Majesty's Judge, and to the taking of other steps necessary to the warrant being executed.

50. (a) The procedure to be adopted with respect to extradition between the French Settlements and British Districts is described in the clauses below of a convention concluded regarding the suppression of offences and crimes committed in French and British Territories (Government Order, Nos. 1068-69, Judicial Department, dated 20th May 1887):—

(1) The Police of both territories will respectively communicate any useful information regarding what they do.

(2) They will exchange lists of vagrants and people without fixed residences who wander from one territory to another.

(3) The officers of the Judicial Police belonging to French Territory will arrest, provisionally, on either written or verbal requisitions of officers of the British Police—

(i) All French subjects suspected of theft with dacoity, of gang robbery on the high roads, of theft with force, of homicide or of murder. They will draw up reports of the arrest and submit information as to what has been done by them.

(ii) British subjects suspected of grave crimes and offences other than those relating to the Revenue and Customs Laws.

(4) They will proceed on similar requisitions to search for articles stolen and prepare reports regarding their seizure.

(5) They will forthwith send the arrested prisoners and the articles seized to Pondicherry for the orders of the Solicitor-General.

(6) In no case and under no pretext, will they themselves make over the prisoners arrested or the articles seized to foreign agents (unknown parties).

(7) They are prohibited from performing any of their duties in foreign territory.

(8) The above provisions are reciprocal, and will be observed by the officers of the British Police on requisitions made by officers of the French Judicial Police.

(9) It will be an instruction to the Police, on receiving a requisition for provisional arrest, to apply to the Magistrate having jurisdiction for a warrant under section 15, Act XXI of 1879, and it is probable that in most cases the Magistrate will be satisfied in the first instance with the mere production by the Police of the French requisition. Otherwise the arrest will be illegal.

(b) (1) The terms of the Extradition Treaty of 1867 between the British Government and the Hyderabad State are as follow :—

ARTICLE 1ST.

The two Governments hereby agree to act upon a system of strict reciprocity as hereinafter mentioned.

ARTICLE 2ND.

Neither Government shall be bound in any case to surrender any person not being a subject of the Government making the requisition. If the person claimed should be of doubtful nationality, he shall, with a view to promote the ends of justice, be surrendered to the Government making the requisition.

ARTICLE 3RD.

Neither Government shall be bound to deliver up debtors, or civil offenders, or any person charged with any offence not specified in Article 4th.

ARTICLE 4TH.

Subject to the above limitations, any person who shall be charged with having committed within the territories belonging to, or administered by, the Government making the requisition, any of the undermentioned offences, and who shall be found within the territories of the other, shall be surrendered; the offences are mutiny, rebellion, murder, attempting to murder, rape, great personal violence, maiming, dacoity, thagi, robbery, burglary, knowingly receiving property obtained by dacoity, robbery or burglary, thefts of property exceeding 100 rupees in value, cattle-stealing, breaking and entering a dwelling house and stealing therein, setting fire to a village, house or town, forgery or uttering forged documents, counterfeiting current coin, knowingly uttering base or counterfeit coin, embezzlement, whether by public officers or other persons, and being an accessory to any of the above-mentioned offences.

Note.—The offences of kidnapping and abduction are also added to the offences enumerated in Article 4th (*vide* Minister's Rukhs No. 4037, dated 20th December 1870, Government letter No. 545-P, dated 17th March 1871, and Schedule to Act XI of 1872, now replaced by Act XXI of 1879).

ARTICLE 5TH.

In no case shall either Government be bound to surrender any person accused of any offence except upon requisition duly made by, or by the authority of, the Government within whose territories the offence shall be charged to have been committed, and also upon such evidence of criminality as, according to the laws of the country in which the person accused shall be found, would justify his apprehension and sustain the charge, if the offence had been there committed.

ARTICLE 6TH.

The above treaty shall continue in force until either one or the other of the high contracting parties shall give notice to the other of its wish to terminate it, and no longer.

ARTICLE 7TH.

All existing engagements and agreement shall continue in full force.

By an agreement made between His Highness the Nizam and the Government of India in 1887 the above treaty of 1867 does no longer apply to cases of extradition from British India to the Hyderabad State, but the procedure prescribed by the law as to the extradition of offenders for the time being in force in British India shall be followed in every such case. (Extracted from Government Order, No. 2697, Judicial, dated 28th November 1887.)

(2) The extradition of criminals who have fled from British territory or Native States under the political control of the Government of India and taken refuge in Goa can be obtained from the Portuguese Government if the criminals are not subjects of that Government. The necessary application will have to be made through the District Magistrate and the Government. The Government of India will similarly make over fugitive criminals from the Goa territory if they are not British subjects or subjects of a Native State under the political control of the Government of India.

(c) Police officers should bear in mind that section 54 (1), clause 7, Criminal Procedure Code, 1898, gives them power to arrest, without a warrant, any person who has been concerned in, or against whom a reasonable complaint has been made or credible information has been received or a reasonable suspicion exists of his having been concerned in, any act committed at any place out of British India which, if committed in British India, would have been punishable as an offence and for which he is, under any law relating to extradition or under the Fugitive Offenders Act,* 1881, or otherwise, liable to be apprehended or detained in custody in British India.

(d) The standing order by the Government of India on the subject of the requisition for the surrender of criminals who have fled from justice out of British India into a Native State is that "where such a demand is made, it should be made by our Magistrates, not to the State direct, but through the Political officer; and the demand should invariably be accompanied by a copy of any depositions made, or where no evidence has yet been taken, by a statement of the information on which the arrest of the offender is deemed necessary. It should rest with the Political Agent, if necessary, to call on the Magistrate for further information, but if the Political Agent possesses the influence and weight he ought to have, he will seldom fail to obtain compliance with any reasonable demand made to the Durbar to which he is accredited for the surrender of an absconded criminal." As to what is a "reasonable demand" the Government of India state that it certainly includes the case of all offences (*vide* Schedule to Act XXI of 1879) for which the arrest and removal of criminals escaping into British India is allowed, and that some cases outside of that catalogue may probably be added with propriety. Such instances, however, would be exceptional; and the requisitions for surrender should not be made without the sanction of the Governor in Council where the offence is not one of those mentioned in the schedule

above cited, or where the Political Agent doubts the reasonableness of the grounds of the requisition, and the Magistrate of the district continues to press it. (Extracted from Government Order, No. 219, Political, dated 12th April 1875.)

The Madras Forest Act V of 1882.

51. (a) It is the duty of the Police under the Act to prevent the commission of any forest offence. They will seize timber, forest produce, &c., in respect of which there is reason to believe an offence has been committed, and immediately report the seizure to the Magistrate. They will also obtain the correct name and residence of any person accused or reasonably suspected of having committed a forest offence; failing which they may arrest him if the offence is punishable with imprisonment for one month or more. They should impound cattle found grazing on prohibited lands or doing damage to plantations. They should aid Forest officers in preventing and detecting forest offences and in enforcing observance of rules which may be issued from time to time.

(b) Offences against the Act are non-cognizable and cannot be investigated without the order of a Magistrate of first or second class, but grave offences, such as mischief by fire or theft, should be taken up at once under the proper sections of the Penal Code (section 54). In every case in which the Police report forest offences to a Magistrate, the local Forest officer should be at once informed of the fact in order that he may report to his superior officer.

The Indian Lunatic Asylums Act XXXVI of 1858.

52. The following are the powers and duties of—

(i) *Inspector of Police*—

(1) To apprehend and send to Magistrate (of first class) all persons found wandering at large within his limits who are deemed to be lunatics, and all persons believed to be dangerous by reason of lunacy (section 4).

(2) To report to the Magistrate every case of neglect or cruel treatment on the part of any relative or other person having the charge of such lunatics.

(ii) *Every Police officer*—

To recapture any lunatic who escapes from a Lunatic Asylum (section 13).

Note.—The fact that a man is or is believed to be a lunatic does not affect the powers and duties of the Police under Chapter XXXIV, Criminal Procedure Code.

The Opium Act I of 1878.

53. (a) A Police officer not inferior in grade to a head constable has the power, on personal knowledge or on information given that opium liable to confiscation is manufactured, kept or concealed in any place, to enter such place, between sunrise and sunset, and to search for, and seize, any such opium and arrest offenders (section 14).

(b) Any Police officer may seize opium liable to confiscation in any open place or in transit, and may detain and search any person whom he believes to be guilty of an offence under the Act and arrest him if opium is found in his possession (section 15).

(c) Any Revenue officer not inferior in grade to a Revenue Inspector, any Salt and Abkari officer not inferior in rank to a Sub-Inspector, or any Police officer not inferior in grade to a head constable, may at any time examine consignments of opium in transit. If, after such examination, the officer concludes that the packages have not been opened or tampered with in such transport or transit, if their number corresponds with the number specified in the permit or pass, and if they be of not less or more than the full weight specified in such permit or pass (a deduction being allowed for dryage in the case of opium and intoxicating drugs up to one-quarter per cent, and an addition of a similar amount being allowed where the contents of the packages appear to have been moistened by exposure to rain or damp), the consignment shall be allowed to proceed. Otherwise the consignment shall be detained pending the orders of the Collector.

(d) Persons arrested or things seized under section 14 or 15, must be forwarded without delay to the officer in charge of the nearest Police station, who will at once act in the matter according to law (section 20).

The Indian Petroleum Act VIII of 1899.

54. (a) No quantity of dangerous petroleum exceeding 40 gallons shall be imported or transported or kept by any one person or on the same premises, except under, and in accordance with, the conditions of a license from the Local Government (section 5).

(b) No quantity of dangerous petroleum equal to or less than 40 gallons shall be kept or transported without a license—

Provided that nothing in this section shall apply in any case where the quantity of the petroleum kept by any one person or on the same premises, or transported, does not exceed three gallons, and the petroleum is placed in separate glass, stoneware or metal vessels, each of which contains not more than a pint and is securely stoppered (section 6).

(c) No quantity of petroleum exceeding five hundred gallons shall be kept by any one person or on the same premises or shall be transported except under, and in accordance with, the conditions of a license granted under this Act.

Extracts from the rules passed by Government under the Act are given on page 358, Appendix.

The Madras District Police Act XXIV of 1859.

55. (a) *Car Festivals.*—On occasions of dragging cars at Hindu festivals, in the absence of specific instructions from a Magistrate, the superior officer of Police present on the spot should give particular attention to the sound condition of the cars and their appliances before allowing them to be moved. When the condition of the cars raises apprehension of danger, movement should be prohibited pending instructions from the Magistrate, to whom a report should *immediately* be made. Superintendents should cause great vigilance to be used by the Police at festivals as to the safety of the spectators.

The authorities of a temple owning a car should ask the local Police officers to satisfy themselves as to the safety of the car before allowing it to be dragged. The Police should thereupon examine the car, and, should there be any doubt as to its stability, put in an occurrence report to the nearest Magistrate to that effect. On receipt of this report, the Magistrate should

examine the car himself, and, if necessary, apply to the nearest Public Works officer for his opinion on its stability. Should the temple authorities fail to take action themselves, it will be open to either the Police or the Magistrate to do so, if they think it advisable, the same procedure being followed.

The duty of bringing to notice the dangerous state of a temple car rests primarily on the Police. Every station-house officer, therefore, in whose jurisdiction a car is about to be used, should satisfy himself that the car is safe. The examination of the cars by station-house officers should be made at least 15 days before the festival. If applications are received by the Public Works Department direct from the temple authorities and there is not sufficient time to make the examination, the local Police will be informed by the Public Works Department, so that an order of a Magistrate to prevent the drawing of any car can, if necessary, be obtained.

Inspectors will be held responsible for seeing that this duty is not neglected by station-house officers.

(b) *Fairs and Festivals*.—The following are the arrangements to be made by the Police in connection with fairs and festivals:—

(1) The officers of Police are to be instructed to bring to the notice of the Sanitary officer all deaths occurring within the camp or town.

(2) Publicity is to be given, through the Police, to the fact that hospitals are established, and depots opened, for the distribution of cholera medicines.

(3) Notices to this effect are to be posted in the vernacular all over the camp and town, and pilgrims, or those frequenting fairs, are to be instructed to apply for such medicines on the first occurrence of illness.

(4) Notices of the arrangements made for the general convenience of the people are to be also freely distributed amongst them and posted upon all conspicuous places.

Note.—No separate report on fairs and festivals need be submitted, except when any special or serious occurrence takes place.

56. By Government of India Notification No. 728, dated 31st October 1895, sections 15, 15-A, 16, 30, 30-A, 31 and 32 of the Government of India Police Act V of 1861, as amended by subsequent enactments, have been extended to the whole of the Madras Presidency. Sections 15, 15-A and 16 of the Government of India Act V of 1861 relate to the quartering of additional Police in disturbed or dangerous districts. Under sections 30, 30-A and 31 the powers of the Police in regard to the regulation of public assemblies and processions and licensing the same are—

“30. (1) The District Superintendent or Assistant District Superintendent of Police may, as occasion requires, direct the conduct of all assemblies and processions on the public roads or in the public streets or thoroughfares and prescribe the routes by which, and the times at which, such processions may pass.

“(2) He may also, on being satisfied that it is intended by any persons or class of persons to convene or collect an assembly in any such road, street or thoroughfare, or to form a procession which would, in the judgment of the Magistrate of the district or of the sub-division of a district, if uncontrolled, be likely to cause a breach of the peace, require by general or special notice that the persons convening or collecting such assembly or directing or promoting such procession shall apply for a license.

“(3) On such application being made he may issue a license specifying the names of the licensees and defining the conditions on which

Regulation of public assemblies and processions and licensing the same.

alone such assembly or such procession is to be permitted to take place and otherwise giving effect to the section—

Provided that no fee shall be charged on the application for, or grant of, any such license.

“(4) He may also regulate the extent to which music may be used in the streets on the occasion of festivals and ceremonies.

“30-A. (1) Any Magistrate or District Superintendent of Police or Assistant District Superintendent of Police or Inspector of Police or any Police officer in charge of a station may stop any procession which violates the conditions of a license granted under the last foregoing section, and may order it or any assembly which violates any of such conditions as aforesaid to disperse.

“(2) Any procession or assembly which neglects or refuses to obey any order given under the last preceding sub-section shall be deemed to be an unlawful assembly.

“31. It shall be the duty of the Police to keep order on the public roads, and in the public streets, thoroughfares, ghats and landing places, and at all other places of public resort, and to prevent obstructions on the occasions of assemblies and processions on the public roads and in the public streets or in the neighbourhood of places of worship during the time of public worship, and in any case when any road, street, thoroughfare, ghat, or landing place may be thronged or may be liable to be obstructed.”

A copy of these three sections should be hung up in every Police station.

An opinion obtained from the Advocate-General in regard to the powers of the Police under these sections is printed at page 368, Appendix.

57. Towns Nuisances Act.—The following is an extract from Madras Act III of 1889; section 8 describes the powers of the Police under the Act:—

(1) (ii) Sections 1 and 2 of this Act extend to the whole of the Presidency of Fort St. George. The remaining sections extend to all towns in the said Presidency which may have been or may hereafter be declared to be Municipalities under Madras Act IV of 1884, or other Act of the same nature for the time being in force; and the Governor in Council may from time to time by notification in the *Fort St. George Gazette* extend such sections or any part or parts thereof permanently or for a time or for specified occasions only, from such date as may be specified in the notification, to any other local area in the Presidency of Fort St. George, outside the limits of the town of Madras, and may cancel or modify any such notification.

(2) [*Repealed.*]

(3) Whoever in any public street, road, thoroughfare or place of public resort, commits any of the following offences shall be liable on conviction to fine not exceeding fifty rupees or to imprisonment of either description not exceeding eight days:—

(a) Whoever drives or rides any animal, or drives, drags or pushes any vehicle, in a rash or negligent manner.

(b) Whoever by negligence or ill-usage in driving cattle causes any mischief or obstruction by such cattle.

(c) Whoever without reasonable excuse and so as to cause danger or obstruction to any person shall drive, drag or push any vehicle otherwise than on the near or left side of the road.

(d) Whoever, being in charge of any vehicle or cattle, leaves it or them at such a distance as not to have the same under due control.

(e) Whoever causes any vehicle to remain or stand longer than may be necessary for loading or unloading except at places appointed for the purpose, or fastens any horse or other animal so as to cause obstruction or in any way wilfully obstructs or causes obstruction to the free passage of any thoroughfare.*

(f) Whoever exposes goods for sale so as to cause obstruction.

(g) Whoever negligently lets loose any horse or suffers any ferocious dog to be at large without a muzzle or sets on or urges any dog or other animal to attack, worry or put in fear any person or cattle.

(h) Whoever, so as to cause annoyance, begs or applies for alms or exposes or exhibits any sores, wounds, bodily ailment or deformity with the object of exciting charity or of extorting alms.

(i) Whoever, without reasonable excuse, throws or lays down any dirt, filth, rubbish, or any stones or building materials.

(j) Whoever is found gaming with cards, dice, counters, money or other instruments of gaming, or publicly fighting cocks or taking part in such gaming or cock-fighting.

(k) Whoever wilfully and indecently exposes his person or commits a nuisance by easing himself, and whoever, having the care or custody of any child under 7 years of age, omits to prevent such child from committing a nuisance as aforesaid.

(l) Whoever is found drunk and incapable of taking care of himself, or is guilty of any riotous, disorderly or indecent behaviour.

In case of conviction being had for an offence under clause (j) of this section, the instruments of gaming and money employed or displayed for the purposes of gaming shall be liable to forfeiture under orders of the Court.

(4) Whoever neglects to fence in or protect any well, tank or other dangerous place or structure, or,

whoever causes any offensive matter to run from any house, factory, dung-heap or the like into the street—

shall be liable on conviction to fine not exceeding fifty rupees or to imprisonment of either description which may extend to one month.

(5) Whoever cruelly beats, ill-treats, tortures, or drives, rides, or otherwise uses any animal in an unfit state to be so driven, ridden or used, or causes any animal to be cruelly beaten, ill-treated, tortured, or to be driven, ridden or used when unfit to be driven, ridden or used, shall be liable on conviction to fine not exceeding fifty rupees, or to imprisonment of either description not exceeding one month, or to both.

(6) Whoever opens, keeps or uses or permits to be used any common gaming-house, or conducts or assists in conducting the business of any common gaming-house, or advances or furnishes any money for gaming therein, shall be liable on conviction to fine not exceeding five hundred rupees or to imprisonment of either description not exceeding three months, or to both.

(7) Whoever is found gaming or present for the purpose of gaming in a common gaming-house shall on conviction be liable to fine not exceeding two hundred rupees or to imprisonment of either description not exceeding one month; and any person found in any common gambling-house during any gaming or playing therein shall be presumed to have been there for the purpose of gaming.

(8) Any Police officer may arrest without a warrant any person committing in his view any offence made punishable by this Act.

(9) If any Magistrate, other than the head of a village, or officer of Police not below the rank of Assistant Superintendent, has reason to believe that any enclosed place or building is used as a common gaming-house, he may, by an

* Note.—The Government consider that the practice of weavers stretching their warps along the sides of streets is sanctioned by immemorial custom. They do not therefore desire that the Police should interfere with it except in cases where it is a distinct nuisance or danger to the public and unless municipal authorities or private persons complain.

order in writing, give authority to any Police officer above the rank of a constable to enter, with such assistance as may be found necessary, any such enclosed place or building, and to arrest all persons found therein and to seize all instruments of gaming and all moneys and securities for moneys and articles of value reasonably suspected to have been used or intended to be used for the purpose of gaming which are found therein, and to search all parts of such enclosed place or building and also the persons found therein.

(10) The District or Sub-Divisional Magistrate may from time to time cause to be notified by beat of drum, or otherwise, that dogs found straying within certain limits will be destroyed, and dogs found straying within such limits after such notification may be destroyed by any person in such manner as the District or Sub-Divisional Magistrate may from time to time direct.

(11) Sections (3) and (4) of this Act shall be read with, and form part of, Act XXIV of 1859.

The Indian Post Office Act VI of 1898.

58. If vessels coasting between Madras and Ceylon be found conveying letters (not concerning goods shipped in such vessels) that have not passed through any Post office, Commanders of such vessels will be prosecuted under section 59 of the Act. The Police at seaports will be on the look-out to detect such illegal practices in the transmission of letters.

59. The offence of non-delivery or wilful secretion of letters, &c., by an employé of the Postal department is cognizable by the Police.

The Press and Registration of Books Act XXV of 1867.

59-A. Section 3 of the Press and Registration of Books Act XXV of 1867 requires that all books, pamphlets and papers printed within British India shall have printed legibly on the title page the name of the printer and the publisher and the place of printing and publication. The Police should keep a sharp look-out for evasions of the provisions of this section and report the matter at once to a Magistrate with a view to a prosecution being instituted, if necessary.

The Indian Railways Act IX of 1890.

60. (a) The powers and duties of the Police under the Act are—

(1) To arrest without warrant persons committing an offence mentioned in sections 100, 101, 119, 120, 121, 126, 127, 128, or 129, or in section 130, sub-section (1), and to take them with the least possible delay before a Magistrate (section 131).

(2) To arrest without warrant persons committing an offence other than an offence mentioned in section 131 and who refuse to give name and address or give incorrect ones, or are likely to abscond; and to admit them to bail under the provisions of Chapters XXXIX and XLII, Cr.P.C. (section 132).

(b) The provisions of sections 83 and 99 to 132 of the Act should be carefully taught to all Police officers.

(c) Persons arrested by a Railway servant under section 131 or 132 should be handed over to the Police to be dealt with according to law. Inspectors and station-house officers will officially inform the Railway Inspector, Station-master or other Railway official, who may have called in the aid of the Police, of the result of the enquiry or proceeding.

The Reformatory Schools Act VIII of 1897.

60-A. Under section 29 of this Act any Police officer may, without orders from a Magistrate and without a warrant, arrest any youthful offender sent to a Reformatory School under the Act, who has escaped from such school or from his employer, and take him back to such school or to his employer.

The Indian Registration Act III of 1877.

60-B. Under section 82 of this Act and Schedule II of the Code of Criminal Procedure, any Police officer may arrest without a warrant any person who in any proceeding connected with the registration of a document (a) intentionally makes false statements whether on oath or not before the Registering officer; or (b) who intentionally delivers to such officer in proceedings under sections 19 and 21 a false copy or a false translation; or (c) who falsely personates another and in such assumed character presents any document or makes any admission or statement or causes any summons or commission to be issued or does any other act; or (d) abets within the meaning of the Indian Penal Code anything punishable under this Act.

The Madras Salt Act IV of 1889.

61. (a) The following are the powers and duties of the Police under this Act:—

(i) *Of station-house officers—*

(1) To receive all articles seized by the heads of villages and sent to Police stations (section 48).

Note.—When reports are received from heads of villages under section 48 of the Madras Salt Act IV of 1889 by officers in charge of Police stations, the substance of such reports will be briefly entered in the Station-house Crime and Occurrence Register, and the reports themselves with the countersignature of the station-house officers will be forwarded, post bearing, to the Salt Inspector of the circle.

(2) To admit persons arrested to bail in the manner specified in section 56 to appear before the Salt Inspector, and, in default of bail, to forward them in custody to such Inspector (section 54).

Note.—(1) A station-house officer is authorized to reject any surety which he may consider insufficient and therefore unsuitable.

(2) As persons residing out of British India cannot be proceeded against for breach of their bonds, security tendered by them should not be accepted.

(3) To see that the accused is not detained in custody without special authority for a longer period than 24 hours, exclusive of the time necessary for the journey of such person to the place where the Salt Inspector may be and thence to the Court having jurisdiction to try the case (section 66).

(4) To take charge of and keep in safe custody, pending the orders of a Magistrate or an Inspector of the Salt department, all articles seized under the Act (section 67).

(ii) *Of Police officers not below the rank of head constable and Police station-house officers—*

(1) To enter and search, without warrant, any place where contraband salt is manufactured, sold or kept, seize all things liable to confiscation, destroy any works constructed for such manufacture, and arrest all persons concerned in the manufacture, sale or keeping of such contraband salt or in dealing therewith (section 47).

Note.—Searches under the Act should be made in accordance with the provisions of the Code of Criminal Procedure and a full report of the particulars of searches, arrests or seizures made under sections 47, 49 and 50 submitted, within 24 hours, by the officer making them to his immediate official superior (sections 51 and 52).

(iii) *Of every Police officer—*

(1) To apply to Magistrate for search warrant on belief that contraband salt is manufactured, sold, or kept in any place within the jurisdiction of such Magistrate (section 46).

(2) To arrest offenders and seize contraband salt and articles in any public thoroughfare or open place without warrant (section 49).

(3) To render assistance to the Salt, Land Revenue and Customs departments in carrying out the provisions of the Act (section 68).

(4) To arrest persons refusing to give name or giving false name (section 50).

(5) To give immediate information to an officer of the Salt department of all breaches of any of the provisions of the Act (section 69).

(b) The provisions of sections 46 to 56, 66 to 69, 76, 77 and 79 of the Act should be carefully taught to all Police officers.

Note.—The report prescribed by section 53 of the Act must be a written report. A Police officer is not liable under section 76 for acting under section 54, even when he may have reason to believe that an arrest by the Salt officials was illegal.

The Sea Customs Act VIII of 1878.

62. The prevention of smuggling is part of the duty of the Police. When therefore vessels or native dhonies are observed lying off the shore in suspicious position and the like, they should be watched. Immediate information of suspected infraction of the Customs Laws should be given to the nearest Sea Customs officer, and, by occurrence report, to the nearest Magistrate.

The Indian Telegraph Act XIII of 1885.

63. Sections 25, 26, 27, 29 and 32 enumerate the offences against the Act which are cognizable and non-bailable. A translation of these sections into the vernacular of the district should be furnished to every officer in charge of a station through whose limits telegraph lines run.

Note.—Any damage or accident to telegraph lines or posts will be reported by station-house officers without delay to the nearest Telegraph office. A constable on whose beat there are telegraph lines will observe and report to his station officer whether they are right or otherwise.

The Indian Treasure Trove Act VI of 1878.

64. The Police have absolutely nothing to do with the working of the Act. They will report the discovery of treasure trove, or the rumour of such a discovery, to the District Superintendent as an ordinary matter of occurrence, and will refrain absolutely from interfering with either the finder or his treasure trove, or with any person claiming a share or right to it. The Superintendent will report to the Collector any information that may reach him on such matters. Offences against the Act, when referred to the Police for enquiry by a competent Magistrate, must, of course, be investigated by them. The Village Munsifs and Tahsildars are the proper persons to attend to public interests involved in these matters.

The European Vagrancy Act IX of 1874.

65. (a) The powers and duties of the Police under this Act are—

(1) To require a vagrant to accompany him to, and to appear before, the nearest Presidency Magistrate or the nearest Justice of the Peace (section 4).

(2) To escort a vagrant to the Government workhouse (section 5) or to a place of employment (section 6) or to keep him in charge when seeking employment for him (section 7) under the orders of such Magistrate or Justice of the Peace.

(3) To arrest without warrant any person refusing or failing to accompany a Police officer to, or to appear before, the Presidency Magistrate or Justice of the Peace for the purpose of preliminary enquiry, when required to do so under section 4 (section 19).

(b) For the arrest and custody of vagrants, European or Eurasian Police officers shall, whenever it may be practicable, be employed in preference to Native Police officers.

(c) When an agreement has been entered into by a vagrant under section 17, he shall be forwarded, along with the original agreement, in the charge of a Police officer to the officer at the port of embarkation, who is empowered by the Local Government to receive vagrants; and thereafter, and until his embarkation, he shall remain in the custody of that officer, or of such other officer as the Local Government empowers in this behalf. He shall during such time be entitled to subsistence allowance at 8 annas per diem.

Note.—The 'subsistence allowance' of a vagrant shall not ordinarily be made over to him, but shall be kept and disbursed on his account by the Police or other officer in whose custody he is for the time being.

(d) Subject to the provisions of the rules made by the Governor-General in Council under section 26 of the Act, Police officers may advance subsistence and travelling allowances, when necessary, under section 8. All sums thus expended, as also all sums advanced by Full-Power Justices of the Peace acting under Part II of the Act and by District Superintendents of Police acting under section 10, shall be recovered from the officer in charge of the treasury of the district on bills submitted by such Justices and Superintendents of Police, respectively. Superintendents are invested by notification, dated 9th March 1871, in the *Fort St. George Gazette*, with the powers conferred by Part II of this Act on a Justice of the Peace.

(e) Expenses incurred under Part IV of the Act at the place of deportation shall be defrayed by the officer appointed to arrange for the deportation of vagrants, and shall be recovered on a contingent bill to be submitted by such officer to the Accountant-General.

(f) When a Police officer considers it necessary to proceed against a vagrant under section 4, he will, within the limits of the town of Madras, send for the Inspector or the European Sub-Inspector of his division, carefully watching the vagrant meanwhile. Outside the limits of that town, the Police officer will watch the vagrant as above and will send intimation to a European Inspector or head constable, if available and at hand. If no European Police officer be available, the Police officer will send intimation to the Inspector of his division, or, in the absence of the Inspector, to the nearest station-house officer. Vagrants who attempt to escape may be arrested at once.

(g) On the arrival of the European or other superior Police officer named in paragraph (f), the vagrant, if he alleges that he holds a certificate under section 9, will be required to produce the same. If he has no certificate, he will be required to appear before the nearest Magistrate or Justice of the Peace, or District Superintendent of Police, or other officer invested with powers under section 10 of the Act.

(h) If an offence under section 23 is committed by a vagrant in the view of a Police officer, or if a complaint is made that such offence has been or is being committed, the Police officer shall act as laid down in paragraph (f).

(i) In the event of unavoidable delay in putting the case before a Magistrate or other officer invested with powers under section 10, reliable bail may be accepted for the vagrant's appearance.

(j) Vagrants forwarded to a workhouse or other place under sections 5, 6, 7 and 24 of the Act shall be escorted by a European Police officer, whenever this is possible.

(k) No vagrant under escort of the Police shall be permitted to enter any arrack-shop or other place for the sale of intoxicating liquors, nor shall any intoxicating liquor be supplied to a vagrant *en route*.

(l) Vagrants *en route* will ordinarily be lodged in Police station-houses; but will not be locked up unless this measure is necessary.

(m) The utmost patience and forbearance will be exercised by all Police officers in dealing with vagrants under the provisions of the Act. They will take no notice of abusive language. Police officers will be specially mindful to take such reasonable care of vagrants as their physical condition (often weak and sickly), the season of the year and other circumstances may render advisable.

Note.—Under the provisions of section 27 of the Act prosecutions under that Act shall be instituted and conducted ordinarily by Inspectors of Police, and, in their absence, by station-house officers.

Section III.—Other Duties.

Orderly.

66. General Rules.—(a) Constables, whether when employed as orderlies or otherwise, about the person of officers of Police, Magistrates, &c., are under no circumstances whatever to be employed, for however short a time, in any domestic or personal service, such as watching houses, pulling punkahs, waiting at table, attending on domestic servants, driving carts and the like.

(b) Police orderlies are not at liberty to keep witnesses under restraint while attending Courts, unless placed distinctly in custody by order of the officer presiding.

(c) The duty of the Police orderlies is with Police cases, keeping order in Court and the like; they are not to be sent about to perform the duty of the ordinary office establishment.

Note.—The Police orderlies of Divisional officers should take their turn with the office servants and peons in sleeping at night time on the office premises. No orderly will be required to sleep at the office for more than two nights in a week.

(d) Orderlies should not be required to serve summonses and warrants except in cantonments. They are merely the means of communication between the Magistrate and the station-house, where all processes will be taken, registered and executed with all despatch by the Police.

By the above order it is not intended to prevent Magistrates occasionally directing their orderly to execute a process in cases of emergency or involving peculiar circumstances; but such necessity can rarely arise.

(e) In cantonments, orderlies are the 'warrant officers' of the Cantonment Magistrate's Court, and they are to execute all processes within the Cantonment Magistrate's jurisdiction. They should be in attendance to prove execution, when required, and to keep order in the Court; one or more of them must accompany the Magistrate when inspecting bazaars, &c.

(f) Orderlies are never to be permitted to divest themselves of their Police dress.

(g) Orderlies accompanying Magistrates on tour should invariably be armed with carbines.

67. Scale of Orderlies.—(a) The following is the scale of orderlies prescribed for Magistrates and Police officers:—

District Magistrate	3 constables.
Cantonment Magistrate	2 constables.
Divisional Magistrate	2 constables.
Assistant Magistrate without divisional charge	1 constable.
District Superintendent of Police	2 constables.
Assistant Superintendent of Police	2 constables.

(b) No orderly is allowed for the Head-quarter Inspector; one of the office orderlies should be detailed to sleep at the Head-quarter Inspector's house at nights, and they should do this in turns.

(c) Superintendents will make arrangements that there is always an orderly in attendance on a Sub-Magistrate while in Court or on circuit.

(d) No orderlies will be detailed without further orders to officers not exercising magisterial functions, and all applications from other officers must be made through the District Magistrate, to whom the Superintendent will submit any objection he may see.

(e) The orderlies of an officer proceeding on circuit should form the escort for his baggage, &c., but, if not required as such, they should return to ordinary duty at head-quarters.

(f) The orderlies of Superintendents, Assistant Superintendents and Magistrates must be relieved once in every quarter or oftener if the Superintendent of the district think proper.

Note.—In the event of these officers being absent from head-quarters, relief will take place immediately on their return.

Process Service.

68. (a) All criminal processes and those under Act XIII of 1859 issued by Magistrates shall ordinarily be served by the Police; the procedure regarding the service of summons and execution of warrants is laid down in the Code of Criminal Procedure, sections 68 to 86.

Note.—(1) The Police must also accept and serve summonses issued to witnesses from a Magistrate's Court when the summonses are signed by the chief ministerial officer of the Magistrate's establishment instead of by the Magistrate himself.

(2) The Government consider that summonses issued by the French Courts to accused persons and witnesses residing in British India should be forwarded to the Magistrate of the district in which the person summoned resides.

When a District Magistrate receives from a French Court a summons for service in his district on a person not being a French subject who is accused of an offence which is not included in the first schedule of the Indian Extradition Act, 1903, he should attach to the summons before it is served a notice to the effect that obedience to the summons is not enforceable by British Courts.

(b) All processes issued by Cantonment Magistrates, including those issued in civil cases in conformity with the Cantonments Act XIII of 1889 within military cantonments, will be served by the Police.

(c) It is not the duty of the Police to deliver certificates issued by Magistrates for the refund of fines to parties, nor should they be sent with parties who have been fined to their villages for the purpose of receiving the fine, or bringing the parties back if the fine be not forthcoming. The law requires that the person fined should produce the fine himself directly the sentence is passed.

(d) It is not the duty of the Police to serve processes of the Salt and Abkari department. Superintendents should instruct Inspectors to return such processes unless they are for Police constables themselves.

69. Superintendents will obtain service postage stamps from the District Magistrate and issue them to their Cusbah station-house officers for use. Summonses should be returned after service, by post paid and not "bearing."

70. (1) A register of processes, Form No. 40, Volume II, will be kept at all stations. Each station-house officer will send a monthly abstract of summonses and warrants received, executed and remaining on hand in Form No. 41, Volume II, to the District Police office through the Inspector of the division.

(2) Warrants, though sent to other divisions for execution, should be entered in the register of the station where they were first received. The words "Register No. at station" will then be written across the face of the process to obviate mistakes and double registration.

(3) Remand warrants will be handed over to the Keeper of the Jail along with the prisoners to whom they refer. A remand warrant ought to be addressed to the Keeper of the Jail in which the prisoner is to be confined, and should remain in his custody as long as the prisoner is so. Only such warrants as relate to prisoners remanded to Police custody will be entered in the register of processes.

(4) In the register of processes, Form No. 40, all unexecuted warrants and unserved summonses of one month will appear in red ink in the succeeding months until they are executed or served, when the entries will not be repeated.

(5) Summonses should, as a rule, be served personally on the persons summoned; special care must be taken to have summonses for jurors and assessors served *personally*. If the Police really take pains, service can generally be effected in person, as rural witnesses do not often wander much from their villages and usually return home in the evening. But, where the persons summoned cannot, by the exercise of due diligence, be found, the duplicates of summonses should be left for them with some adult male member of their families, and it is only when these two courses fail that the serving officer must adopt the last course, namely, affixing the duplicates to the doors or some conspicuous part of the houses in which persons summoned ordinarily reside.

(6) There should be great promptness in the service of summonses, in the return of originals to the Magistrates with necessary endorsement and in the execution of warrants (section 21 of the Police Act XXIV of 1859).

All cases of delay will be severely dealt with. If the person wanted absconds, 10 or 15 days at the most being sufficient to ascertain this, a proclamation for him should be applied for under section 87, Cr.P.C.

(7) The Police should not of their own motion recognise the fact that the party appeared before the Magistrate or that his case has been disposed of. It is the interest of such party for his own protection to obtain an order from the Magistrate to cancel the warrant. The Police holding a warrant are always protected under section 54 of the Police Act.

(8) When the Police request Magistrates to act under sections 87, 88, Cr.P.C., the warrants should not be returned. They must be retained in the station until they are executed [warrants can be returned only through the District Superintendent or the Assistant Superintendent of Police, P.O. No. 162 (b)]. An occurrence report must be submitted to the Magistrate explaining fully the attempts made to execute the said warrants and giving all particulars to prove to the Magistrate that the man is really absconding. On this the Magistrate can issue his proclamation.

(9) In all cases in which an accused person absconds and is not likely to be found in the station limits, a warrant of arrest should be applied for, and, if, after the issue of the warrant, there is reason to believe that the accused is absconding and that the warrant cannot be executed, the Magistrate should be asked to issue a proclamation under section 87, Criminal Procedure Code. The application for issue of proclamation can legally be made only after the issue of the warrant, and only after the Magistrate has been satisfied that the warrant is not likely to be executed, but, when necessary, the application may follow immediately on the issue of the warrant.

(10) When applying for a proclamation under section 87, Criminal Procedure Code, it is immaterial whether the accused has any property or not, as section 87 is not dependent on section 88, Criminal Procedure Code. Unless an accused has been proclaimed under section 87, Criminal Procedure Code, no person—which includes a talaiyari—can arrest without a warrant unless the offence is committed in the presence of the private person; the necessity for obtaining a proclamation under section 87, Criminal Procedure Code, is therefore obvious.

(11) Some cases have occurred in which talaiyaris have arrested without a warrant absconding accused who were not proclaimed under section 87, Criminal Procedure Code, or who did not commit the offence (cognizable and non-bailable) in their presence. This is illegal.

Aid to Destitute Persons.

71. Destitute persons found dying of disease or starvation in the streets and public roads of towns should at once be taken to the nearest dispensary. If admittance be refused there, they must be taken to the Magistrate's office and the case fully stated to enable him to issue instructions; he will give orders in respect to their admission into any existing institution. All destitute sick Europeans, unconnected with the army and having no friends at hand to take charge of them, should always be taken to some Government hospital.

Note.—(1) For the cases of sick and destitute persons in rural parts, see P.O. No. 125.

(2) One or two stretchers must be kept at Police stations in large towns to be available, if needed, for the conveyance to hospital of any very sick or much injured persons. Such persons should never be made to sit upright, as must be done if they are placed in a small carriage. The following is the description of a very useful and inexpensive stretcher made in Madras at the suggestion of experienced Medical officers:—A piece of canvas, 6 feet 4 inches long by 3 feet 2 inches wide, sewn into a loop along each side so as to admit of 2 stout bamboos being passed through. The bamboos are secured at the head and foot by horizontal iron bars with a ring at each end through which the bamboos are passed. Total cost 3 rupees.

71-A. (1) Whenever a person is found dead and it is not known who he (or she) is, a full description of the said person should be recorded by the local Police and forwarded immediately to the Head-quarter office for transmission to the Chief Office for publication in the Police Gazette. If there is reason to suppose that the deceased was a resident of the neighbourhood where the body was found, the description should be circulated by means of the beat constables.

(2) Descriptions forwarded to the Chief Office should be in the form in which they are usually published in the Police Gazette and should be as full as possible, as otherwise their publication in the Gazette will serve no useful purpose. In some cases, as when the dead body has become highly decomposed or has been eaten by jackals, vultures, &c., it is not possible to record a full description, and in such cases no roll need be sent to the Chief Office for publication. In other cases full description should invariably be furnished.

Escort.

*** 72. General Rules.**—(a) Escorts will be relieved at the stations nearest the frontier of the district entered, except in the case of escorts travelling by railway who will, as a rule, proceed with their charge to the place of final destination without relief from intervening districts, and except also in the case of treasure escorts by rail, for whose relief there are special arrangements—*vide* P.O., No. 73, paragraph (h).

(b) Escorts will communicate with the officer in charge of each station-house they pass; the officer will observe whether the party be complete, &c. Inspectors of Police and head constables will always carefully observe the conduct of parties of Police who may be passing through their respective ranges, and will report misconduct, if observed.

(c) Escorts returning to their station will be marched back by the Officer Commanding in a body, and will not be permitted to break off or dawdle on the road. They will report themselves at each station they pass through.

(d) All Police escorts, &c., coming to Madras will report themselves in person at the office of the Commissioner of Police, Madras City, and will deposit their arms there during their stay in Madras.

(e) Members of a Police escort, &c., requiring leave or an advance of pay in Madras, should apply to the Commissioner of Police; but neither will be granted save under very exceptional circumstances. District officers must arrange these matters before the men leave their districts by granting such leave or advance of pay as they may think necessary.

(f) Police officers are *absolutely forbidden* to undertake the remittance of private money of any Magisterial, Police or other officer, or to become responsible in any way for other than the stated Taluk or public remittances.

(g) The officers commanding an escort should be furnished with a passport containing a nominal roll of the men comprising the escort, and specifying the route to be followed and the places at which halts for the night are to be made.

73. Escort of Treasure.—(a) The escort officer will count the bags as they are being stowed in tumbrils or chests, or, if boxes are used, will see the boxes weighed. He should refuse to take charge of treasure insecurely packed, and report the reasons for so doing to the proper authorities.

(b) He will sign the receipt at the foot of each copy of the invoice as responsible for “ bags packed in tumbrils, or boxes of marks and weights detailed above said to contain coin to the value of Rs. ;” the blanks will be filled up in words and, if the escort officer be ignorant of English, he should be required to write the numbers of the bags or boxes which he has received, in the vernacular, on the copy of the invoice to be retained by the Treasury officer.

(c) When the escort officer is relieved in the course of the journey, he will obtain a receipt for “ tumbrils in good order said to contain coin to the value of Rs. in bags,” or for “ boxes, iron-hooped and in good order, said to contain coin to the value of Rs. .” When the remittance reaches the addressee, the latter will count the bags and weigh the boxes, and give a receipt for “ bags said to contain coin to the value of Rs. ,” or for “ boxes of marks and weights detailed in the invoice said to contain coin to the value of Rs. .” If any box be of short weight, or show signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise he should be allowed to return at once.

Note.—When money is remitted within the district in locked boxes, the Police escort will grant a receipt in terms of bags and not of boxes. The bags need not be weighed in the presence of the escort, as this precaution affords practically no additional check if the sealing of the bags is properly attended to. It will be sufficient if the escort officer examines the seals and counts the bags as they are put into the box. The bags being inside the box, the seals upon them are protected and may be expected to reach their destination intact. When steelyards are supplied, the loaded boxes should be weighed in the presence of the escort as an additional precaution.

(d) A paper of instructions (as under) will be given to the Police officer in charge of a remittance by rail. These instructions should be printed in English and the vernacular languages of the districts in which they may be required, and a copy containing both the English and a vernacular version must be handed by the Treasury or Currency officer at the despatching station to the Police officer commanding any guard who will travel in charge of treasure, the copy being transferred by him to the officer commanding the relieving guard if the guard is relieved at any point of the journey.

A copy should also be supplied to the officers who are called upon to furnish guards for remittance by rail, and they should be requested to impress upon the Police officer detached upon this duty the necessity for strict and undeviating adherence to the instructions.

Instructions.

1. The Police officer taking charge of a treasure guard travelling by rail will not see the treasure packed at the treasury; but he will see the boxes weighed, and satisfy himself that each box is properly secured before it is transferred to the van, and that it is properly placed therein.

Where the treasury supplies a padlock for remittance by rail for the wagon the key must be held by the Potdar (shroff) accompanying the treasure. If the Police have a second padlock, it should be affixed also to the wagon and its key kept by the guard. But if there is only one padlock, the Potdar and not the guard is to keep the key. It is, of course, the business of the guard to see that, on the journey, the padlock is not opened except for legitimate purposes.

2. The guard should be accommodated in a brake-van attached to the treasure-van, or in the end compartment of the carriage next adjoining the treasure-van; and the doors of the compartment occupied by the guard should never be locked.

3. An officer relieving such a guard will see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature, that the locks are secure and that the unlocked doors of the van cannot be opened.

4. The officer in charge of such a guard should be provided with a lantern which will burn all night, and should cause a sentry to alight at every alternate stopping place and ascertain that the locks have not been tampered with. During any long stoppage, a guard must remain on duty by the door of the treasure wagon: if there be several such wagons, it will suffice to tell off two men, who may stand, one at each end of the wagons.

5. In case of a break-down separating a convoy, the officer in charge should separate his party, attaching himself to the disabled portion.

6. On delivering the boxes at the treasury to which they are addressed, he will obtain a receipt for " bags said to contain coin to the value of Rs. or for boxes, with marks and weights detailed in the invoice, said to contain coin to the value of Rs. " If any box be of short weight, or show signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise he should be allowed to return at once.

The form of receipt to be used by a relieving guard should run thus:—

" Received charge from	Police officer of district, of Railway
wagon No. said to contain	boxes aggregating Rs.
wagon No. said to contain	boxes aggregating Rs.
(and so on). The wagons were duly locked, and one key for each made over;	
receipts to be given by other relieving guards are also acknowledged."	

The number and contents of each wagon should be detailed in case of a break-down. The receipts should be in English if the Police officer is acquainted with that language, otherwise in the officer's vernacular.

7. Whenever any breach of these rules occurs, the officer in charge of the guard must insist on the treasure-van being detached from the train, and should immediately telegraph the facts to the remitting officer, to his own departmental superior and to the Traffic Manager of the Railway.

(e) The officer in charge when starting with the remittance by rail will telegraph to his relieving officer the probable time of his arrival at the relief station. He will also wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure, and will also wire again *en route* if any change in the train has been made or if anything has occurred to delay its arrival.

(f) In treasury remittances consisting of currency notes only, small parcels or packets of currency notes should invariably be carried by one of the constables constituting the treasure escort.

(g) Officers will endeavour to arrange for treasure escorts always reaching Madras on a week day, other than a public holiday and Saturday. When practicable, escorts should arrive in the morning in time to allow the treasure to be deposited in the Bank during office hours,

(h) Chingleput escorts with treasure proceeding to any place north of Nellore will be relieved at Nellore, and those by rail for Ootacamund, at Podanur. If the treasure be going south of Trichinopoly, they will be relieved at that station.

Escorts in charge of prisoners or treasure coming from the Bombay Presidency by the Southern Mahratta Railway will be relieved in this Presidency at Bellary. On receipt of intimation from the officer in charge, the Superintendent of Police, Bellary (or in his absence his Office Manager), will at once arrange for the necessary relief. Similarly escorts proceeding from this Presidency by the same railway will be relieved in the Bombay Presidency at Dharwar. The Head-quarter Chief Constable at that place is the officer who should be telegraphed to as to the date and probable hour of arrival of escort and the number of boxes in which the treasure is contained.

Escorts coming into this Presidency by the G.I.P. Railway will be relieved in this Presidency at Guntakal on the Madras Railway. On receipt of intimation from the officer in charge, the Superintendent of Police, Anantapur (or in his absence his Office Manager), will at once arrange for the necessary relief. Escorts proceeding from this Presidency by the G.I.P. Railway will be relieved at Wadi Junction by the Railway Police of His Highness the Nizam's Dominions. The Head Constable of His Highness the Nizam's Railway Police at Wadi Junction should be telegraphed to as to the date and probable hour of arrival of escort and the strength of relief required. He should be given at least two days' notice in advance of the arrival of the escort.

Escorts in charge of prisoners or treasure from the Bengal Presidency will be relieved in this Presidency at Berhampur on the Bengal-Nagpur Railway. On receipt of intimation from the officer in charge, the Superintendent of Police, Ganjam, or, in his absence, the Manager, will at once arrange for the necessary relief.

Escorts from this Presidency will be relieved at Cuttack on the Bengal-Nagpur Railway. The District Superintendent of Police, Cuttack, should be telegraphed to as to the date and probable hour of arrival of the escort and the strength of relief required.

Escorts in charge of prisoners or treasure coming into this Presidency by His Highness the Nizam's Guaranteed State Railway will be relieved at Bezwada. On receipt of intimation from the officer in charge, the Superintendent of Police, Kistna, at Masulipatam (or in his absence his Office Manager) will at once arrange for the necessary relief. Similarly escorts proceeding from this Presidency by the same railway will be relieved at Dornakal by the Railway Police of His Highness the Nizam's Dominions. The Superintendent of Railway Police at Secunderabad should be informed by telegraph of the date and probable hour of arrival of the escort and the strength of relief required. Three days' notice by wire, in advance of the arrival of the escort, will be given on either side.

Escorts in charge of treasure leaving Bangalore for Bombay *via* Guntakal will be relieved at Hindupur on the Southern Mahratta Railway. On receipt of intimation, the Superintendent of Police, Anantapur (or in his absence his Office Manager), will arrange for the necessary relief.

Escorts in charge of treasure proceeding from Bangalore to Madras will be relieved at Jalarpet by the Salem Police. The Superintendent of Police, Salem (or in his absence his Office Manager), will, on receipt of intimation, arrange for the necessary relief being rendered.

(i) (i) Police guards escorting treasure by rail will not, on any account, travel in the wagon or van in which the treasure is lodged, but should do so in the compartment of a third-class carriage nearest to the treasure wagon or van.

(ii) The wagon or van, after treasure has been deposited therein in the presence of the whole guard, will be carefully locked on both sides, and for greater security the Police will be furnished with extra padlocks of good quality to fasten on each door.

These padlocks will be in addition to any furnished by the Railway or the Treasury department.

The doors will be locked and the key kept by the senior officer of the Police guard.

(iii) At every important railway station at which the train stops for any length of time (quarter of an hour or more) a constable will be posted on sentry on the platform close to the treasure wagon or van, both the locked doors of which should be carefully examined with a lantern by the senior officer of the guard on each of these occasions.

Anything found wrong should at once be reported to the Station-master and the Railway Police.

(j) Carts hired by Government for carrying Government treasure are liable to the payment of tolls.

(k) Police escorts will be furnished to postal remittances, unless the Police are prepared to ensure the safety of the road.

(l) Police officers escorting treasure should not refuse to travel by night on roads where night travelling is usual, but they should certainly refuse to allow transhipment of treasure boxes after nightfall.

*** 74. Strength of Treasure Escorts.**—(a) It is impossible to lay down a hard-and-fast rule as to the requisite strength of treasure escorts; much will depend upon the length of the journey, the safety of the road, and the means of transport, whether by cart, coolies, &c.

Constables, however, should never be sent in sole charge of treasure or currency notes; a petty officer must in all cases accompany and command the escort.

The following scale is given as a general rule to be varied as local experience may prove an increase or decrease necessary :—

		Head		Constables.		Constables.	
Sums under	Rs.	2,000	..	1	2		
„ over Rs. 2,000 and under	„ 6,000	..	1	3			
„ „ 6,000	„ 10,000	..	1	4			
„ „ 10,000	„ 20,000	..	1	6			
„ „ 20,000	„ 50,000	..	2	10			
„ „ 50,000	„ 1,00,000	..	2	12			
Sums exceeding	„ 1,00,000	..	2	15			

with an Inspector in charge.

(b) The full escort need rarely accompany treasure when sent by rail. An Inspector or petty officer, as the case may be, and two constables for each wagon should suffice in almost all cases of escort of treasure once placed in the train. The officer despatching the escort should send notice, and care must be taken by the officer of the district in which the destination (by rail)

of the treasure lies, that the full escort is ready to support the petty officer and his small guard on the arrival of the train.

Every caution must be taken, on the one hand, to prevent a waste of men and money, and prompt co-operation must be manifested on the other.

Note.—In the case of remittances to Madras, the Commissioner of Police will supplement the escort from the railway stations to their destination. Timely notice of not less than twenty-four hours should be given to that officer of the probable date and hour of arrival of the train.

*75. *Escort of Prisoners.*†—(a) When convicted or committed prisoners or lunatics are made over to the Police for escort to a jail or sub-jail, the Magistrate will give the Police officer commanding the escort money for food and other expenses of the persons escorted, and a memorandum specifying the names of the prisoners (together with a brief description of each prisoner), the number of the case, and the officer to whom and the time within which the prisoners are to be made over.

(b) (i) Where a prisoner has been convicted at a place at which there is a dispensary or hospital and it is necessary to remove him in custody by road to a jail situated at some distance, or when a prisoner has to be transferred by road from a Subsidiary Jail situated at a similar place to the District Jail, the prisoner shall be produced at the dispensary or hospital during the usual hours of attendance for the purpose of obtaining from the local Medical officer a certificate in writing as to the prisoner's fitness for the journey.

(ii) If the Medical officer certify that the prisoner is unable to bear the fatigue of the journey referred to in clause (i) above, such prisoner shall be detained in the Subsidiary Jail until he is reported by the Medical officer to be in a fit state to travel.

(iii) No prisoner shall be required to march by road more than 15 miles in twenty-four hours.

(c) The officer in charge of the jail will grant a certificate in the form prescribed by the Inspector-General of Prisons acknowledging the receipt of the prisoners and the property delivered with them, which receipt will be delivered by the Police to the Magistrate in proof that the duty has been performed.

(d) Care must be taken that an escort is not burdened and hampered by a load of stolen property. The prisoners, or coolies furnished by the Magistrate, should carry such bundles, &c.

(e) Convicts in charge of the Police proceeding by rail, or on long marches, to the port of embarkation, will be handcuffed in couples while in transit.

(f) Prisoners shall not be sent by mail trains, except in cases in which it may be considered necessary for special reasons that this should be done.

(g) A prisoner conditionally released on medical grounds from a jail situated in a district other than that in which he wishes to reside, will be taken charge of by the Police of the district in which the jail is, for escort to the district where he proposes to reside.

† *Note to P.C., No. 75.*—A military escort will be applied for for the purpose of escorting British soldiers still in service, who are in the custody of the Civil Power, from one place to another, whether before or after sentence. Police escorts should not be furnished for the purpose.

In cases, however, where ex-military British convicts have to be escorted, a Police guard should be furnished.

(h) When notice of the intended transmission of a convict through any district is received from an officer in charge of a jail or a Magistrate, the Superintendent to whom the requisition is addressed will, with a view to saving correspondence, endorse on the original application the probable date on which the escort will reach the frontier of the next district, and will forward it without further letter to the Superintendent of Police of that district. This officer in his turn will make a similar endorsement on the said original application, and forward it to the Superintendent through whose district the prisoner will pass after leaving his own, and so on. Each officer will take note of the endorsement and make his arrangements accordingly. The last officer will endorse a memorandum of the arrival of the convict and send the paper by post to the officer who first took charge of the convict, who will duly report the arrival to the officer in charge of the jail.

Note.—For instructions regarding relief of escorts in charge of prisoners, see P.O., No. 73, clause (h).

(i) The following are the rules framed under sections 42, 51 and 52 of the Prisoners Act III of 1900 regulating the escort of prisoners to and from the Court in which their presence is required, determining the costs and charges of such escort to be allowed, specifying the classes of persons who shall not be removed from the jail in which they are confined, laying down rules for the guidance of officers in other matters connected with the enforcement of Part IX of the Prisoners Act III of 1900, and declaring what officer shall be deemed to be the officer in charge of the jail for the purposes of the said Part IX of the Act:—

(1) The escort of prisoners under Part IX of the Prisoners Act III of 1900 shall be undertaken by the Warder establishment when the Court is situated in the same station as the jail, and in other cases by the Police.

(2) Whenever an order under Part IX of the Prisoners Act III of 1900 for the bringing up of a prisoner is received from a competent Court by the officer in charge of a jail, such officer, if the duty of escorting the prisoner under these rules falls on the Warder establishment, shall cause the necessary Warder guard to be detailed, and shall make over the prisoner to the custody of the above guard for the purpose of being taken before the Court, or, if the duty of escort falls on the Police, shall send a copy of the Court's order to the head of the local Police, who thereupon shall cause the necessary Police guard to be detailed in accordance with the terms of the order, and the prisoner shall be made over to the custody of this guard.

(3) Whenever the Court and the jail are in the same station, the prisoner shall be taken from the jail to the Court and back from the Court to the jail daily, until his attendance is dispensed with. On every day that he is thus taken from the jail to the Court he shall receive the full jail ration, and shall be allowed to take his midday meal with him and to eat it at any convenient hour, if he leaves the jail before it is served out to the other prisoners.

(4) Whenever a prisoner is sent for examination to, or has to halt a night *en route* at a station where there is a Central or District Jail, he shall be confined therein and shall be daily escorted thence to the Court and back by the Police. Where there is no Central or District Jail, he shall be confined in the Subsidiary Jail. Where there is no Subsidiary Jail, he shall be confined in the Police lock-up.

(5) If the Police escort is unable to reach a Central, District or Subsidiary Jail or Police lock-up before sunset, the duty of guarding the prisoner shall rest with the Police escort which shall make the necessary arrangements for the safe custody of the prisoner.

(6) If the prisoner is taken to a Central, District or Subsidiary Jail, the Jail or Police establishment guarding it shall be responsible for the custody of

the prisoner as for any other prisoner in that jail. Whenever the Police escort desires to proceed with its prisoner, the Jail or Police establishment in charge of the Jail shall hand over the prisoner for that purpose: Provided that no prisoner escorted under these rules shall be admitted into a jail after sunset, nor shall the Police escort demand the delivery of a prisoner before sunrise.

(7) If the prisoner is taken to a Police lock-up, in which there are no other prisoners, the Police in charge of the lock-up shall permit the prisoner escorted under these rules to occupy a ward in the lock-up, the key of which shall be handed over to the Police escort, and the prisoner shall be entirely under the charge of the Police escort both as regards safe custody, supply of food, &c. On the departure of the Police escort with its prisoner, the key of the ward occupied by the prisoner shall be returned to the Police in charge of the lock-up. In the event of any prisoner escorted under these rules committing damage to a ward occupied by him, the fact shall be reported to the officer in charge of the jail whence he was brought, and, on his return thither, he shall be liable to punishment for the damage caused. The officer in charge of the jail shall defray the cost of repairing such damage.

(8) In the event of a Police lock-up being occupied by other prisoners, the prisoner escorted under these rules shall be locked up with them, the Police in charge of the lock-up being then responsible for his safe custody as for any other prisoner in the lock-up. The duty of supplying the prisoner escorted under these rules with food and of watching him cook and eat will rest with the Police escorting him.

(9) Police escorts shall conform to the rules in force at lock-ups as regards hours for cooking and meals, *e.g.*, when the custody of the prisoner escorted under these rules devolves upon the Police in charge of the lock-up, the Police escort shall not demand that he be let out of the ward at unauthorized hours to cook his food, &c.

(10) A prisoner escorted under these rules shall ordinarily be sent either by rail or by water. When neither of these modes of conveyance is available, the prisoner shall go on foot, unless he is certified by the Medical officer to be physically unfit to march, in which case the officer in charge of the jail shall supply either a dooly, munchedel or cart, according to circumstances. No prisoner shall be compelled to march on foot more than 15 miles in twenty-four hours.

(11) A prisoner escorted under these rules shall not be fettered unless he bears a bad or indifferent character in jail, and unless the officer in charge of the jail considers that there would be apparent risk in sending him without fetters. If a prisoner escorted under these rules is fettered, handcuffs shall not be used in addition, unless specially required owing to the prisoner being a violent or dangerous character. Every fettered prisoner shall be relieved of his fetters when placed before a Court either for trial or as a witness, except in those cases in which the use of fetters is deemed necessary to guard against violence or an attempt to escape.

(12) Subject to the provisions of the preceding rule, a convicted prisoner escorted under these rules shall be handcuffed before leaving the jail, and the handcuffs shall not be removed except when the prisoner is before a Court or confined in a jail or lock-up. If the prisoner is not a convict he shall not be handcuffed unless the officer in charge of the jail when the prisoner is sent under a Warder guard, or the officer in charge of the Police guard if the prisoner is sent in charge of the Police, considers it necessary for his safe custody.

(13) The minimum strength of the Warder or Police guard shall be as follows:—

For a single prisoner, two warders or constables.

For two prisoners, two warders or constables.

For more than two and not more than four prisoners, two warders or constables.

For more than four and not more than six prisoners, three warders or constables.

For more than six and not more than ten prisoners, one head warder or constable and four warders or constables.

In cases where a female prisoner has to be conveyed under those rules a female warder should, wherever possible, be detailed to accompany her, the necessary reduction being made in the strength of the male guard.

(14) When prisoners are of desperate character or from other causes are likely to attempt to escape or when the number to be escorted exceeds ten, the strength of the Warder or Police guard shall be increased at the discretion of the officer in charge of the jail, or of the local head of Police, as the case may be.

(15) Whenever a prisoner is escorted under these rules by the Police, the cost of conveyance and of maintenance, going and coming, shall be advanced by the officer in charge of the jail to the Police officer in charge of the escort. Provided that, whenever possible, the escort shall be furnished with the actual articles of diet sufficient for the prisoner's rations during his absence, instead of with money. If a prisoner is admitted into any jail, he shall be furnished with rations in that jail for whatever time he spends there.

(16) The cost of conveyance of prisoners to and from the Court shall be recovered by the officer in charge of the jail from the Court before which the prisoner's attendance is required. Provided that no such recovery shall be made if the cost of conveyance is less than two rupees.

(17) No State prisoner, or prisoner under sentence of death, shall be removed under Part IX of the Prisoners Act III of 1900 from the jail in which he may be confined without the special sanction of Government.

Provided that, in the case of a prisoner under sentence of death, such prisoner may be removed from the jail without such sanction, if his presence is required by a Sessions or High Court and for the purpose of taking additional evidence in the case under section 428 of the Code of Criminal Procedure, 1898.

(18) For the purposes of Part IX of the Prisoners Act III of 1900, the 'Superintendent' shall be deemed to be the officer in charge of a Central, District or Subsidiary Jail.

(19) When a prisoner is sent from one jail to another under these rules, his original warrant or warrants of commitment and a descriptive roll . . . shall be sent with him.

(j) When a prisoner arrives seriously ill at a Police station at which medical aid is available, such aid should immediately be invoked on behalf of the prisoner. Where no medical aid is available, the prisoner should be forwarded by cart, if his condition admits of this being done, with as little delay as possible, to the next station on the line of march at which medical assistance can be obtained.

Note.—The station-house officer will send his bill for cart-hire to the District Superintendent.

(k) Superintendents of Police will receive intimation from Superintendents of Jails of the probable date of release of dacoits who are subjects of the Hyderabad State, and will also receive copies of orders of Government in cases dealt with under the provisions of Act III of 1864. Arrangements should then be made to escort the released prisoners under surveillance, and hand them over to the Police authorities of the Hyderabad State either at Raichur or Warangal, whichever may be nearer to the jail from which the dacoit is released, previous intimation of the probable date of arrival being given to those authorities.

(l) The constables forming the escort party are, for the time being, under the immediate orders of the station-house officer or officer in temporary charge of the station or stations at which they may halt on the way. The station-house officer or the officer in temporary charge of the station is responsible for posting a guard consisting of the escort and so many men of the station as are necessary to bring the escort up to a strength sufficient to furnish four sentries.

75-A. The following rules will be observed when a prisoner charged by the Salt, Abkâri and Customs department with an offence under the Salt, Abkâri and Customs laws is taken for confinement in a Police lock-up *en route* to the Court to which he is being sent under custody :—

(1) If the prisoner is taken to a Police lock-up, in which there are no other prisoners, the Police in charge of the lock-up shall permit the prisoner escorted under these rules to occupy a ward in the lock-up, the key of which shall be handed over to the Salt and Abkâri officer in charge of the prisoner's escort, and the prisoner shall be entirely under the charge of the Salt and Abkâri escort both as regards safe custody, supply of food, &c. On the departure of the Salt and Abkâri escort with its prisoner, the key of the ward occupied by the prisoner shall be returned to the Police in charge of the lock-up. In the event of any prisoner escorted under these rules committing damage to a ward occupied by him, the fact shall be reported to the officer in charge of the circle who has charged the prisoner for trial and the prisoner shall be liable to punishment for the damage caused. The officer in charge of the circle aforesaid shall defray the cost of repairing such damage.

(2) In the event of a Police lock-up being occupied by other prisoners, the prisoner escorted under these rules shall be locked up with them, the Police in charge of the lock-up being then responsible for his safe custody as for any other prisoner in the lock-up. The duty of supplying the prisoner escorted under these rules with food and of watching him cook and eat will rest with the Salt and Abkâri officers escorting him.

***76. Escort with Troops.**—(a) When troops are on the line of march, an intelligent Police officer should be at hand to arrange matters, should misunderstanding arise between the people and the soldiers. He should have a few constables to aid him. He should be one selected for his aptness for the duty which is to be required of him.

(b) As a rule, an Inspector should, if possible, be detailed when an entire regiment or a large body of troops is on the march. For a detachment, an intelligent head constable will suffice. It can rarely be necessary to detail more than 3 or 4 constables, and the Police officer should be allowed to pick his own men.

(c) The duties of the Police accompanying troops are strictly official. They will not furnish any guards, nor will they take charge of any property. They have nothing to do with providing carriage, supplies and the like. Their duty mainly consists in preventing breach of the peace and law, and other irregularities on the part of the soldiers, camp followers, bazaarmen and ryots, and in giving such general aid as may be afforded without exceeding their powers or interfering unnecessarily. They will also prevent liquor from being sold to the men on the line of march and will obtain information about cholera.

In Municipalities.

77. (a) The Police in towns brought under the Municipal Act will understand that they are to work in close *rapport* with the Councillors and their executive officers. Every endeavour will be made to meet, with a ready and cordial spirit and support, every lawful measure and desire of the Councillors.

(b) In all towns, the Police will report to those concerned all nuisances requiring to be abated, failures to carry out the Councillors' instructions, &c., which they may observe. Local officers will arrange with the Councillors about reporting any matters which it may be expedient to require the Police to observe.

(c) A head constable of the Town Police should attend on Municipal Councillors on their tours of inspection through the town. The Superintendent will request that notice may be given overnight to admit of the necessary arrangements being made.

(d) In towns where there is an Inspector permanently appointed, the Inspector is the officer in charge of the station, and will, as a rule, inquire in person into all grave cases and make out charge sheets, &c.

(e) It is not the duty of the Police to execute distress warrants for arrears of rates and taxes. The Municipal Councillors must employ their own agents for the execution of such processes.

(f) The Police in towns will be worked on the following lines:—

(1) The whole of the Police of a town, with the exception of the station-house officer, European head constable, Writer, and Magistrate's orderlies will be divided into three sections, A, B and C, and each section should contain, as nearly as possible, an equal number of men.

(2) The day (24 hours) will be divided into five watches—four of these consisting of six hours each and one of four hours.

The watches will be—

No. 1	from 5 A.M. to 11 A.M.	} Day.
„ 2	„ 11 A.M. to 3 P.M.	
„ 3	„ 3 P.M. to 9 P.M.	
„ 4	„ 9 P.M. to 3 A.M.	} Night.
„ 5	„ 11 P.M. to 5 A.M.	

(3) The Police will take their turn of duty as follows:—

First day,	No. 1	Watch, 5 A.M. to 11 A.M.	} Day.	Section A.
	„ 2	„ 11 A.M. to 3 P.M.		„ B.
	„ 3	„ 3 P.M. to 9 P.M.		„ C.
	„ 4	„ 9 P.M. to 3 A.M.	} Night.	„ A.
	„ 5	„ 11 P.M. to 5 A.M.		„ B.
Second day,	No. 1	Watch, 5 A.M. to 11 A.M.	} Day.	„ C.
	„ 2	„ 11 A.M. to 3 P.M.		„ A.
	„ 3	„ 3 P.M. to 9 P.M.		„ B.
	„ 4	„ 9 P.M. to 3 A.M.	} Night.	„ C.
	„ 5	„ 11 P.M. to 5 A.M.		„ A.
Third day,	No. 1	Watch, 5 A.M. to 11 A.M. ———		„ B.
	„ 2	„ 11 A.M. to 3 P.M. ———		„ C.
	„ 3	„ 3 P.M. to 9 P.M. ———		„ A.
	„ 4	„ 9 P.M. to 3 A.M. ———		„ B.
	„ 5	„ 11 P.M. to 5 A.M. ———		„ C.

Fourth day same as first, and so on.

(4) No man should be required, either during the day or night, to do more than (6) six hours' duty at a stretch.

(5) If possible, there should be two head constables to each section, one to remain in the station while the other goes rounds.

(6) The station-house officer will (under the Inspector) be responsible for the general working of the station. Where there is a European head constable, he and the station-house officer will go night rounds on alternate nights. Where there is no European head constable, the station-house officer will go night rounds during those nights on which the Inspector does not do so. Report of the same should be made in the station-house report.

(7) Head constables and constables coming on duty should assemble at the station about quarter of an hour before the required time, to receive orders, hear about cases, &c., and then all constables should be marched off in a body by one of their section head constables and posted on their beats. Similarly when the tour of duty is over, men should be relieved and marched back in a body to their station by one of their section head constables.

(8) Every head constable and constable coming off duty should report himself at the station before going home.

(9) There should always be one head constable or acting head constable present in the station.

(10) Only the men of the section on duty during No. 1 Watch (5 A.M.—11 A.M.) will be required to attend the station in the afternoon at 5 P.M. to clean arms, for drill, instruction, &c. None of the other sections need attend.

(11) All the men of the station, except those actually on duty (No. 3 Watch), will be required to attend the station every Monday afternoon for kit inspection, drill and general instruction—5 P.M. till dark.

(12) On dark nights all beat constables must have dark lanterns and examine back streets, lanes, &c.

(13) During the day, beat constables must be posted in the busiest parts of the town in places of vantage where they can command as extensive a view as possible.

(14) The constable on station watch, day and night, comes out of the section on duty for the time being.

(15) Beat constables should carry batons during the day, but at night they may be permitted to carry a uniform muster of bamboo or latti.

(16) Inspectors must go round every beat, at least twice a week, and report having done so in their diaries.

Note.—A duty roster (Form No. 42, Volume II) will be kept in all Town stations to work out the system properly.

Guards.

* **78. General Rules.**—Printed orders containing the duties, responsibilities, &c., of Huzur Treasury, Taluk Treasury, Sub-Jail and other guards, must be placarded—in contiguous columns, English and vernacular—in the guard rooms of these respective guards. These orders should contain instructions on the points indicated in the following:—

(1) The full strength of the guard.

(2) The number of carbines and swords and the quantity of ammunition.

(3) The number of men to be present during the day and the number to be present during the night.

(4) The number of sentries required to be posted during the day with their exact positions, the extent of their beats and their duties and responsibilities to be clearly specified.

(5) The number of sentries during the night, their exact positions, limits of their beat duties and responsibilities.

(6) Sentries how to be armed and accoutred during the day and how at night.

(7) Day duty commences at 6 A.M. and ends at 6 P.M., and will be divided into 4 watches of three hours each, viz.:—

1st Watch .. 6 A.M. to 9 A.M.	3rd Watch .. 12 noon to 3 P.M.
2nd ,, .. 9 A.M. to 12 noon	4th ,, .. 3 P.M. to 6 P.M.

Note.—The day sentries may leave the guard for three hours each in rotation as they are relieved. Those on duty from 6 A.M. to 9 A.M. may be absent from 9 A.M. to 12 noon, and so on.

Night duty commences at 6 P.M. and ends at 6 A.M. and will be divided into 4 watches of three hours each, viz.:—

1st Watch .. 6 P.M. to 9 P.M.	3rd Watch .. 12 midnight to 3 A.M.
2nd ,, .. 9 P.M. to 12 midnight	4th ,, .. 3 A.M. to 6 A.M.

In all Treasury and Sub-Jail guards the watch from 3 P.M. to 6 P.M. is to be performed by the officer in charge of the guard and the sentry alone, the rest of the guard being permitted to be away during the hours. The officer in charge of the guard, after posting the sentry from 6 P.M. to 9 P.M., may absent himself with the sentry or sentries who did duty, as laid down below, from 3 P.M. to 6 P.M., both or all of them returning at 8 P.M. for the night; the rest of the guard to be present for duty from 6 P.M. to 6 A.M. If there are prisoners in the sub-jail, the officer in charge of the guard must arrange to give the sentry on duty from 3 P.M. to 6 P.M. the assistance necessary for a sufficient guard to look after the prisoners while cooking and taking their food. In such cases the names and numbers of constables deputed to assist must be entered in the Sentry Book under the signature of the officer in charge of the guard who must post the men for duty.

Note.—The duration of each watch is 2 hours in the case of Huzur Treasury guards.

(8) Every sentry will be posted by the head constable or the acting head constable on duty and the relieved sentries will be marched back to the guard and dismissed.

Note.—The Cusbah Station writer will be promoted to the rank of acting head constable to take charge of the guard during the head constable's absence and when occasion requires.

(9) The guard (excepting the head constable in charge of the Taluk Treasury and Sub-Jail guards) will be relieved every Sunday morning at 6 A.M. and these rules will be read out to the new guard.

(10) A Sentry Book (Form No. 43, Volume II) must be maintained showing the number of each constable on sentry and the time when and the person by whom he was posted and relieved; the sentry's ammunition pouch should be examined at each relief and the number of rounds found therein should be recorded in the book which must be signed before the sentry by the head constable or the acting head constable at each posting and relief. No entry should be made in the Sentry Book unless and until a sentry is actually posted.

Note.—This book should be kept at all stations whether there is a regular guard or not. Where there is a regular guard with treasure or prisoners, the above provisions will be observed. Where there is merely the station sentry, the numbers and names of the constables told off for sentry with signature of the station-house officer telling them off should appear in the Sentry Book.

Huzur and Sub-Treasury and Sub-Jail guards will be given five rounds of ball ammunition for the use of the sentry. This will be kept in his pouch and be examined at relief as above described. The remaining ammunition will be placed in the ammunition box or barrel under lock and key, the key being kept by the officer in charge of the guard. At small stations where there is no sub-jail or treasury, all the ammunition will be kept in the record box under lock and key.

The sentry constable is responsible for the station property, a list of which is hung up in every Police station, and also for the box containing ammunition which he should see is securely locked. If any articles are found to be missing, a note to that effect will be made in the 'Remarks' column of the Sentry Book; otherwise no entry need be made in it.

(11) Duties of the head constable in charge of the guard should be stated. The head constable will have half of every Sunday, Tuesday, Wednesday and Friday off duty, taking the afternoon from 12 noon to 6 P.M. He may be absent in the night (6 P.M. to 6 A.M.) on Monday, Thursday and Saturday. The second or acting head constable will be in charge during his absence.

(12) Also how often and at what hours the guard is to be inspected by the Inspector and the station-house officer.

(13) When no written guard report is sent through the Inspector to the Superintendent, a personal report regarding the guard should be made by the head constable in charge to the Inspector, or, in his absence, to the station-house officer.

(14) A roster of duty in Form No. 43-A, Vol. II, should be maintained by the officer in charge of the guard. It should be written up at 6 o'clock every morning, and the men of the guard should be told off for duty for the following twenty-four hours and should be warned to be present punctually at the guard-room. The roster, after it is written up, should be signed by the officer in charge of the guard and countersigned by the station-house officer and also by the Inspector, if present, and should then be hung up in the guard-room.

In the event of a constable appointed for duty being sick or absent, the next man on the roster should be posted, and a note should be made on the reverse of the roster explaining how the change in the turn of duty was necessitated. Every entry should be signed.

The guard duty roster for each day should be submitted with the station-house report for that day.

(15) At treasuries, the relieving officer should go round with the sentry and examine with a lantern every door, window, bolt, lock and seal before giving over charge to a new sentry. If found correct, a note to that effect should be entered in the Sentry Book; anything wrong should be entered with full particulars.

(16) In sub-jails and lock-ups where there are prisoners, the relieving officers and sentries should examine the building, its doors, windows, bars, fastenings, &c., and each sentry, as well as the relieving officer, should see each prisoner in ward or lock-up, and a note to this effect should be entered in the Sentry Book.

(17) The guard should sleep near their arms at night and turn out at a moment's notice.

(18) Neglect of guard duty will always be severely punished.

(19) Breaking into, or attempt at a breaking into, a treasury where there is a Police guard, or the escape of a prisoner is *prima facie* evidence against the Police of neglect of duty, and renders the guard liable to prosecution under section 44 of the Police Act, or under section 223 of the Indian Penal Code.

Note.—The duties and responsibilities of the men on Treasury and Sub-Jail guard duties should be often read out and explained to the men by the station-house officer, and this should invariably be done at least every kit inspection day.

* 79. *Treasury guards.*—(a) Local Taluk Treasury guards will be uniformly maintained at the strength of one petty officer and six constables, of whom four will furnish one sentry by day and night; the remaining two men in waiting may be employed during the day on any light duty not involving absence from the Cusbah station, but should have the night to themselves off duty, remaining however at the guard, where they may lie down and sleep for the night. When a Taluk Treasury is not combined with a sub-jail one head constable and three constables will suffice for guards. For a separate sub-jail alone three constables will ordinarily suffice.

In addition to performing the guarding of Cutcheries, Taluk Treasury guards must, as far as possible, furnish escorts for remittances of treasure. The treasury is usually nearly empty after a remittance has been sent away, and the guard can be greatly reduced.

Note.—The duty of charge of the Treasury guard is to be divided between the head constable and the station writer or a smart first-class constable.

(b) The strength of the guards actually wanted over Huzur Treasuries cannot well be determined by the Inspector-General, much depending on their situation, distance from Reserve head-quarters, security of the building, &c.; much must, therefore, be left to the discretion of District officers. But, as a general rule, these guards ought not to be less than those for a Taluk Treasury, nor should they ever be in excess of the sanctioned allotment of one complete party, *i.e.*, two head constables and thirteen constables. Within these limits, Superintendents will determine the number required.

(c) The head constable of the guard over a treasury is to be present every morning when the treasury is opened and every evening when it is closed, and he will inspect the seals on the door of the strong-room or, when there is no strong-room, the seals on the cash chest in charge of the guard. If, at any time, there is the least suspicion that any of the seals have been tampered with, immediate intimation must be sent to the Inspector and the head constable in charge of the station. In the Sentry Book will be entered the names of all present morning and evening when the inspection is made.

(d) The private seal of the Treasury officer should be affixed to the outside of the Treasury door, in addition to the official seal, and the Police officer on sentry must see that such seal is not broken, except by order of that officer.

* 80. *Subsidiary Jail guards.*—(a) Rules for the superintendence and management of subsidiary jails are published in the Madras Subsidiary Jail Manual, 1898. The following extract gives the rules immediately affecting the Police :—

“ The Police guard shall be responsible for the safe custody of the prisoners both while the prisoners are in the wards and while they are removed for labour, to the cook-house, latrine, &c.

“ The Police shall not interfere in matters of jail economy. Their duties shall be limited to guarding prisoners and to giving assistance in case of refractory behaviour on the part of the prisoners.

“ Whenever the Warder-peon is absent from the subsidiary jail for the purpose of taking his food, &c., the keys of the jail shall be taken charge of by the senior Police officer of the guard on duty, but the keys shall not be used by him except on serious emergency, the nature of which shall on each occasion be reported to the Superintendent (of the sub-jail).”

Note.—When the sub-jail and the Police station are in the same building, a vacant cell may be used for the custody of prisoners not yet produced before a Magistrate.

(b) When prisoners attempt to escape, the Police must use all means necessary to prevent their doing so, but, except in cases when the fugitives attack them or otherwise evoke the right of ‘ Private defence,’ the guard will not be justified in causing death.

(c) Arrangements must be made in all sub-jails to prevent a chance of the prisoners being able to close in and grapple with the men of the guard. When gangs of prisoners are marching in and out of the gate, the guard must on no account be drawn up within reach of them, but must command them from such a distance as to afford ample time to prepare to use their arms, should the prisoners make a rush, but on no account must the guard fire, unless actually attacked.

(d) When a *long-term* convict or notorious criminal is confined temporarily in a sub-jail while under trial or otherwise, the following *special* precautions shall be adopted :—

(1) A special guard, consisting of three Police constables, shall be engaged to maintain a strict watch over such prisoner by night and day, and such prisoner shall be locked up in a separate cell, if available.

(2) The ward in which the prisoner is confined shall be regularly searched at short intervals, and, when a separate cell is provided, the special guard shall allow no one to approach the cell except the jail officials, the person deputed to give the prisoner his food, the scavenger or other person specially authorized by the Superintendent in writing.

(3) To enable the guard to watch the prisoner by night, a lantern shall be so placed as to throw a good light into the ward or cell. The key of the door of the ward or cell shall be kept by the officer in charge of the special guard.

(4) The prisoner shall not be detained in the sub-jail for a longer period than is actually necessary, and both the Superintendent of the sub-jail and the senior Police officer in charge will be held severally responsible for the safety of the prisoner.

(5) In the case of a long-term convict who is confined in a sub-jail under Part IX of the Prisoners Act III of 1900, or who halts at a sub-jail *en route* to a Central or District jail, the further precaution of imposing fetters should be observed. The fetters should ordinarily be removed during the prisoner's actual appearance in Court, unless, in the case of an exceptionally dangerous or violent prisoner, it is deemed unsafe to remove them.

Note.—Similar precautions should be taken by the Police when such prisoners are temporarily confined in Police stations.

A copy of these rules, in the vernacular, should be hung up in every Police station.

81. Guards supplied to other departments.—(a) Guard duties of a temporary nature that can be performed without detriment to the Police service by the District force are to be performed for public departments without charge. In other cases the departments requiring the services of Policemen should obtain the sanction of Government for the same. Superintendents should intimate to officers applying for Policemen their opinion as to the necessity for their employment and the strength of guards required, stating, at the same time, that Policemen cannot be furnished to other departments (for which purpose they have to be specially entertained) without the sanction of Government.

(b) In the event of dispute or difference as to the strength of guards required, or as to their employment at all, the matter should be settled by the head of the department from whom the requisition has come, in communication with the Inspector-General of Police, a final reference being made, if necessary, to the Local Government.

(c) When applications for guards are made for any emergent purposes, Superintendents should use their discretion to supply them in anticipation of sanction, report being made at once to the Inspector-General.

(d) When marching, or in camp, on public duty, Public Works officers may, when deemed necessary by Chief Engineers, be allowed a guard for the protection of public property. Such guards are supplied without charge by the Police department, and application for them will be made to the District Superintendent of Police by the officer requiring them, except in the case of an Assistant Engineer or other subordinate, when the application will be made by the Executive Engineer.

* **82. Private Guards.**—Police guards, applied for under sections 13 and 14 of Act XXIV of 1859 by private individuals or companies, will be supplied on the sanction of the Inspector-General, and charged for at the following rates, viz., constables in the plains at Rs. 7-8-0 each per mensem, constables in the hill tracts of Ganjám, Vizagapatam and Jeypore at Rs. 8-8-0 each per mensem, those in the hill tracts of Coimbatore at Rs. 12-8-0 each per mensem, in the hill tracts of Malabar at Rs. 13-8-0

each per mensem; and head constables the full pay and allowance of their grade. Good-conduct allowance of constables will be excluded from the calculation for recovery.

In addition to the above, a charge of 10 per cent. is made on account of clothing and supervision. Also a pensionary charge is made of 2 annas 8 pies per rupee in the case of Police officers whose pay is not less than Rs. 100 per mensem, and 1 anna 4 pies in the case of those drawing less than Rs. 100 per mensem.

Note.—(1) In adding 10 per cent., the additional charge should be made in whole rupees by charging an additional rupee when the exact percentage yields a fraction of half or more than half a rupee, and by omitting the fraction when it is less than half a rupee.

(2) Private individuals or companies applying for Police guards on payment will be liable to pay any travelling allowance which such guards may become entitled to for journeys performed on their account.

(3) When sanctioning private guards in anticipation of the Inspector-General's sanction, Superintendents should see that the temporary guard employed for the safe keeping of jewellery and other valuable property during several days consists of a sufficient number of men to be really efficient; a guard for day and night work should never consist of less than four men.

Chapter III.—Railway Police.

83. The Government Railway Police is a branch of the General Police Force enrolled under Act XXIV of 1859, and is under the general administration of the Inspector-General of Police of the Province and under the executive administration of the Superintendent and, under his orders, of an Assistant Superintendent of Police of the Railway concerned.

The rules in the other chapters in regard to the duties of the superior and subordinate officers, the reports to be submitted by them, the records to be maintained, the procedure to be observed in regard to cases, &c., apply *mutatis mutandis* to officers of the Railway Police.

84. The word 'administration' includes discipline, enlistment, discharge, promotion, transfer and the like, over which matters the Railway Company will have no control. But the Superintendent of the Railway Police will be responsible for carrying on the administration in such a way and in such harmony with the Railway officials that no inconvenience may arise from the removal of men trained to particular duties, the retention of unsuitable men, or any other similar causes.

85. All appointments in the force below the rank of Inspector will be made by the Superintendent of the Railway Police. Inspectors will be appointed by the Inspector-General.

86. An appeal against any punishment awarded by the Superintendent of the Railway Police may be made under the rules in force in the District Police to the Inspector-General.

87. The force will be divided into—

- (1) Detective and Travelling Police attached to Inspectors of Sections.
- (2) Stationary Police located at stations.
- (3) Superintendent's Staff and Reserve.

88. The duties of the Government Railway Police are—

- (1) the detection and prosecution of offences cognizable by the Police within Railway limits ;
- (2) the arrest of offenders in cases cognizable by the Police ;
- (3) the reporting of non-cognizable cases to the proper authorities, as also all instances of oppression or fraud on the part of Railway subordinates or others ;
- (4) the maintenance of the peace at stations ;
- (5) the watching of passenger trains when standing at stations ;

The following points will be attended to in watching passenger trains :—

- (i) To watch the bad characters known to the Police and to ascertain their destination ; and also to warn the other passengers in the carriage.

- (ii) To take note of any suspicious looking persons, and to convey their suspicion to the Station-master and the guard of the train, and whenever possible to communicate to the Taluk or Town Police the arrival or departure of any suspicious foreigners.
 - (iii) To take down any complaint made, and either take the complaining parties to the Police station (where there is no Police station at the Railway), or ascertain their address should they desire to continue their journey.
 - (iv) To make immediate enquiry into any cognizable offence, and arrest, if necessary.
 - (v) To take into custody persons arrested by the Railway officials under sections 131 and 132 of the Indian Railways Act IX of 1890—*vide* P.O. No. 60 (c).
 - (vi) If necessary, to get into the train either for the better watching of suspected persons or for the further prosecution of any inquiry they may have begun.
 - (vii) To telegraph through the Station-master the presence of bad characters in the train to the Railway station-house officer and to the passenger's destination.
- (6) the reporting to the proper authority, Railway or Civil, of all instances in which the bye-laws of the Company are infringed; and
- (7) the observing of the condition of railway premises, latrines, &c., and bringing to the notice of the local authorities any want of cleanliness calculated to cause public inconvenience, or endanger public health :
- (8) on the occurrence of an attempt to throw the train off by placing obstruction on the line, information will be instantly telegraphed to the District and the Railway Police head-quarters by the Police officer on duty at the nearest station. Immediate report should be made to the Railway station-house officer and the Inspector. Every exertion will be made to obtain a clue to the offence, pending the receipt of instructions from the Superintendent. The attention of all officers—Superintendents, Assistant Superintendents and Inspectors on railway lines or in divisions through which railway lines pass—is drawn to the necessity for very vigorous and prompt action in the case of all reports of attempts to wreck railway trains by placing obstructions on the line. The mere placing of a stone or a log or a piece of rail across a line of railway is a most serious offence, requiring very careful attention at the hands of the Police. In such cases, the Inspectors and, wherever possible, the Superintendent or Assistant Superintendent should proceed to the spot at once and make the investigation. Possibly in some cases the use of detectives with the working Railway gangs may be productive of good results and this method should be tried.
- The duty of enquiring into attempts to wreck trains falls principally on the Railway Police, but the District Police should also give active help. If the District Police fail to give the necessary help, the matter should be brought to the notice of the District Superintendent, who should punish severely any of his men who may have been found blameworthy.

89. For the performance of the above duties an Inspector is stationed at important and convenient centres with two parties of detective and travelling Police under his immediate orders, and a stationary establishment is maintained at all railway stations under the control of the Inspector of the section. The Inspector will be expected to render to all departments of the Railway and to the public, when called upon to do so, all possible assistance not inconsistent with his Police duties, and will see that his subordinates do the same.

90. The stationary establishment at 1 to 5 or 6 stations is under the immediate control of a head constable, and this establishment, while having to attend to all the duties described above, will be principally charged with duties Nos. 4 to 8 in P.O. No. 88.

91. Head constables will submit diaries to Inspectors, who will submit them with their own to the Superintendent. All reports of crime at the stations subordinate to a head constable will be received and registered by the head constable, who will communicate them in his diary to the Inspector.

In the investigation of crime, the submission of first occurrence reports, &c., and the maintenance of crime registers, the Railway Police are under the same rules as the District Police, and will make use of the same forms and keep the diary (*i.e.*, the station-house report) prescribed in section 172, Criminal Procedure Code.

92. The investigation of all cognizable crime occurring within Railway limits will be made by the Railway Police. The expression "Railway limits" means Railway fencing, *i.e.*, the boundary of the line and of all stations, goods sheds and station yards, but not lands taken up by the Government and made over to the Company for the purpose of building houses for their servants.

Note.—(1) All nuisances committed within Railway limits must be dealt with by the Railway Police.

(2) Placing stones on lines, tearing up rails, cattle run over, &c., must be dealt with by the Railway Police; but in such cases the District Superintendents of Police must be asked to give special active help by the District Police. Both bodies must work together.

(3) Cases of burglary in houses occupied by the railway staff, *not* stations or goods sheds, must be dealt with by the District Police. Such crimes are, as a rule, not committed by Railway thieves.

(4) Petty thefts reported to the Railway Police must be very carefully scrutinized before investigation is refused, under P.O. No. 121 and the rules at page 308, Appendix, on the ground of petty value of the article lost. Thefts of articles of no value in themselves may in reality amount to offences of a grave nature under the Railways Act (*e.g.*, theft of a signal lamp or key, which might cause danger to the public). Whether this is so or not will in each case be a question of fact, and station-house officers, having special technical knowledge of Railway matters, should find no difficulty in deciding the point.

93. Information of crime which may be committed in the immediate neighbourhood of their limits, as, for instance, robbery of property from people encamped immediately outside the Railway fences waiting for trains or for their goods to be despatched by rail, is to be conveyed by the Railway Police to the nearest station of the District Police within the limits of which the crime may have been committed. Should immediate action be necessary, the Railway Police will take such action as they legally may take, pending the arrival of the District Police.

94. In cases of crimes committed within Railway limits, which it may be necessary to follow up within the jurisdiction of the District Police, the Railway Inspector and his police will take any legal steps that may be

necessary outside Railway limits; but, at the same time, will give immediate information to the District Police, who shall be bound to co-operate to the utmost of their power reporting their proceedings to the District Superintendent; *mutatis mutandis* the same course will be followed when crimes committed *outside* are traced to *within* Railway limits.

94-A. When the Railway Police hand over cases for investigation to the District Police or *vice versa*, a Crime and Occurrence Report, Form No. 44, Volume II, should be used for the purpose. The Police officer who receives this report should at once send an acknowledgment also on Form No. 44. If the report is received by post, the acknowledgment must be sent by post, but, if the report is sent by a messenger, the acknowledgment must be given to the man bringing the report. The acknowledgment should state the Crime Register number given to the case in the station to which the case was handed over and the number of the Police officer who brought the crime report to the station. When a crime report is received by post, the number and name of the officer who signed the crime report should be mentioned in the acknowledgment. The crime report and the acknowledgment should be forwarded by the respective station-house officers with the station-house report for the day on which they were received. The acknowledgment should be filed in the office of the Superintendent in whose jurisdiction the case has occurred.

95. Extracts from the diaries of Inspectors submitted to the Superintendent of the Railway Police, relating to such matters as it may be necessary for District Superintendents to be informed of without delay, must be forwarded direct to the latter. Similarly, information of matters, such as crime committed outside Railway limits traced to within them by the District Police, must be forwarded by the District Superintendent to the Superintendent of the Railway Police.

96. Crimes will be ledgered by the Superintendent of the Railway Police from occurrence reports, and monthly crime extracts from Inspectors. The district in which the crime occurred as well as the locality should be noted in the ledger. Annual returns and an administration report should be submitted as in the District Police.

Accidents on Railways.

97. Section 83, Indian Railways Act IX of 1890, in regard to accidents.—When any of the following accidents occurs in the course of working a railway, namely:—

(a) any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code,* or with serious injury to property;

* *Indian Penal Code, Act XLV of 1860, section 320.*

The following kinds of hurt only are designated as 'grievous':

First—Emasculation.

Secondly.—Permanent privation of the sight of either eye.

Thirdly.—Permanent privation of the hearing of either ear.

Fourthly.—Privation of any member or joint.

Fifthly.—Destruction or permanent impairing of the powers of any member or joint.

(b) any collision between trains of which one is a train carrying passengers;

(c) the derailment of any train carrying passengers, or of any part of such a train;

(d) any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property;

Sixthly.—Permanent disfiguration of the head or face.

Seventhly.—Fracture or dislocation of a bone or tooth.

Eighthly.—Any hurt which endangers life, or which causes the sufferer to be, during the space of twenty days, in severe bodily pain, or unable to follow his ordinary pursuits.

out unnecessary delay, send notice of the accident to the Local Government and to the Inspector appointed for the railway; and the Station-master nearest to the place at which the accident occurred, or where there is no Station-master, the railway servant in charge of the section of the railway on which the accident occurred shall, without unnecessary delay, give notice of the accident to the

(e) any accident of any other description which the Governor-General in Council may notify in this behalf in the *Gazette of India*; the Railway administration working the Railway, and, if the accident happens to a train belonging to any other Railway administration, the other Railway administration also shall, without unnecessary delay, give notice of the accident to the Magistrate of the district in which the accident occurred, and to the officer in charge of the Police station within the local limits of which it occurred, or to such other Magistrate and Police officer as the Governor-General in Council appoints* in this behalf.

* The power of appointing Magistrates and Police officers to whom notices of accidents are to be given has been delegated, under section 144 of the Indian Railways Act, 1890, to Local Governments—see Notification No. 268, dated the 11th June 1890, in the *Gazette of India*, 1890, Part I, page 478.

In exercise of the powers conferred by section 84 of the Indian Railways Act, 1890 (IX of 1890), the Governor-General in Council is pleased to make the following rules regarding notices of, and enquiries into, accidents, namely:—

Notices.

1. The notices mentioned in section 83 of the Indian Railways Act, 1890 (IX of 1890), shall contain the following particulars, namely:—

- Mileage, or station or both, at which the accident occurred;
- Time and date of the accident;
- Number and description of the train or trains;
- Nature of the accident;
- Number of people killed or injured as far as known;
- Cause of the accident as far as known;
- Probable detention to traffic.

2. (1) In the case of the following accidents, namely:—

† *Indian Penal Code (Act XLII of 1860, section 320).*

The following kinds of hurt only are designated as “grievous”:

- First.*—Emasculation.
- Secondly.*—Permanent privation of the sight of either eye.
- Thirdly.*—Permanent privation of the hearing of either ear.
- Fourthly.*—Privation of any member or joint.
- Fifthly.*—Destruction or permanent impairing of the powers of any member or joint.
- Sixthly.*—Permanent disfiguration of the head or face.
- Seventhly.*—Fracture or dislocation of a bone or tooth.
- Eighthly.*—Any hurt which endangers life or which causes the sufferer to be, during the space of twenty days, in severe bodily pain, or unable to follow his ordinary pursuits.

(a) Accidents attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code,† or with serious injury to property, or

(b) Collisions between trains, of which one is a train carrying passengers, or

(c) Derailments of any train carrying passengers, or of any part of such a train, such notices shall be sent by telegraph, immediately after the accident has occurred, by the Station-master of one or other of the stations between, or of the station at, or where there is no Station-master, by the railway servant in charge of the section of the railway on which the accident has occurred.

(2) Notices of accidents described in section 83, clause (d), of the Indian Railways Act, 1890 (IX of 1890), namely, accidents of a description

usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property, which do not fall under sub-rule (1), shall, in accordance with that section, be given without unnecessary delay, and may be sent by post.

Duties of Railway Servants.

3. Every railway servant shall report, with as little delay as possible, every accident occurring in the course of working the railway on which he is employed which may come to his notice. Such reports shall be made to the nearest Station-master, or, where there is no Station-master, to the railway servant in charge of the section of the railway on which the accident has occurred.

4. (1) Whenever an accident, such as is described in section 83 of the Indian Railways Act, 1890 (IX of 1890), has occurred in the course of working a railway, the Agent or Manager shall cause an enquiry to be promptly made by a committee of railway officers (to be called a "joint enquiry") for the thorough investigation of the causes which led to the accident:

Provided that such enquiry may be dispensed with:—

- (a) if the accident has not been attended with loss of human life or with serious injury to persons or property; or
- (b) if there is no reasonable doubt as to the cause of the accident; or
- (c) if one department of the railway intimates that it accepts all responsibility in the matter.

(2) Where such enquiry is dispensed with, it shall be the duty of the head of the department of the railway responsible for the accident to make such enquiry (to be called a "departmental enquiry") as he may consider necessary, and if his staff or the system of working is at fault, to adopt or suggest such measures as he may consider expedient for preventing a recurrence of similar accidents.

5. (1) When a joint enquiry is to be made, the Agent or Manager shall cause notice of the date and hour at which the enquiry will commence, to be given to the following officers, namely:—

(a) the Magistrate of the district in which the accident occurred, or such other officer as the Local Government may appoint in this behalf;

(b) the Government Inspector appointed under section 4, sub-section (1), of the Indian Railways Act, 1890 (IX of 1890), for the section of the railway on which the accident occurred;

(c) the Consulting Engineer in administrative charge of the railway, when that officer is not the Government Inspector referred to in clause (b) of this rule for the section of the railway on which the accident occurred; and

(d) the officer in charge of the Railway Police, or if there are no Railway Police, the officer in charge of the Police station in the jurisdiction of which the accident occurred.

(2) The date and hour at which the enquiry will commence shall be fixed so as to give the officers mentioned or referred to in sub-rule (1) sufficient time to reach the place where the enquiry is to be held.

*

*

*

*

7. (1) Whenever any accident has occurred in the course of working a railway, the Agent or Manager shall give all reasonable aid to the District Magistrate or the Magistrate appointed or deputed under rule 16, and to the Government Inspector, Medical officers, the Police, and others concerned, to enable them promptly to reach the scene of the accident, and shall assist those authorities in making enquiries and in obtaining evidence as to the cause of the accident.

(2) When any enquiry under rule 16, or any judicial enquiry is being made, the Agent or Manager shall arrange for the attendance, as long as may be necessary, at the office or place of enquiry, of all railway servants whose evidence is likely to be required.

8. Whenever any accident has occurred in the course of working a railway and any offence referred to in section 131 of the Indian Railways Act, 1890 (IX of 1890), has been committed, the Agent or Manager or some officer of the railway nominated by him, or if there be no such officer, the railway officer of highest rank present, may direct the senior Police officer or Policeman present, or, if there be no member of the Police force present, a railway servant, at once to arrest the offender, and no railway servant shall arrest any person under the authority of the said section without such direction except for the purpose of preventing him from making his escape :

Provided that when such offender is a railway servant, whose arrest is considered for any reason undesirable, proper precautions shall be taken to prevent his escape.

9. Whenever any accident occurring in the course of working a railway has been attended with serious personal injury, it shall be the duty of the Agent or Manager to afford medical aid to the sufferers, and to see that they are properly and carefully attended to till removed to their home or handed over to the care of their relatives or friends. In any such case, or any case in which any loss of human life or serious personal injury has occurred, the nearest local Medical officer should be communicated with if he is nearer than any Railway Medical officer.

Duties of Police Officers.

10. The Railway Police may make an investigation into the causes which led to any accident occurring in the course of working a railway, and shall do so—

- (a) whenever any such accident is attended with loss of human life or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property, or has *prima facie* been due to any criminal act or omission ; or
- (b) whenever the District Magistrate or the Magistrate appointed under rule 16 has given a direction under clause (c) of that rule :

Provided that no such investigation shall be made when a magisterial enquiry has been commenced or ordered under rule 16, clause (a), or clause (b).

11. (1) Whenever an investigation is to be made by the Railway Police—

- (a) in a case in which an accident is attended with loss of human life or with serious injury to persons or property ; or
- (b) in pursuance of a direction given under rule 16, clause (c),

the investigation shall be conducted by the officer in charge of the Railway Police, or if that officer should be unable to conduct the investigation himself, then by an officer to be deputed by him.

(2) An officer deputed under sub-rule (1) shall ordinarily be an Assistant Superintendent of Police, but if, in any case, it should be found impracticable to depute an officer of that grade, an Inspector of Police may be deputed.

12. The officer who is to conduct an investigation in pursuance of rule 11 shall proceed without delay to the scene of the accident and conduct the investigation there, and shall at once advise the Agent or Manager of the Railway and the Traffic Officer of the district by telegraph of the date and hour at which the investigation will commence, so that, if possible, the presence of a railway official may be arranged for to watch the proceedings and to aid the officer making the investigation. The absence of a railway official must not, however, be allowed to delay the investigation, which should be made as soon as possible after the accident has taken place.

13. (1) In every case to which rule 11 applies, immediate information shall be given by the Railway Police to the District Police, who, if so required, shall afford all necessary assistance, and shall, if occasion arise, carry the investigation beyond the limits of the railway premises. But the Railway Police are primarily entrusted with the duty of carrying on the investigation within such limits.

(2) Subject to any provisions elsewhere contained in these rules, the further prosecution of the case, on the conclusion of the Police investigation, shall rest with the Railway Police.

14. The result of every Police investigation shall be reported at once to the Magistrate of the district, or other officer appointed in this behalf by the Local Government, and to the Agent or Manager of the Railway.

15. Where there are no Railway Police, the duties imposed by rules 10, 11 and 12, rule 13, sub-rule (2) and rule 14 on the Railway Police, or on the officer in charge of the Railway Police, shall be discharged by the District Police or by the District Superintendent of Police, as the case may be.

Duties of Magistrates.

16. Whenever an accident, such as is described in section 83 of the Indian Railways Act, 1890 (IX of 1890), has occurred in the course of working a railway, the District Magistrate, or any other Magistrate who may be appointed in this behalf by the Local Government, may, either—

- (a) himself make an enquiry into the causes which led to the accident; or
- (b) depute a subordinate Magistrate, who, if possible, should be a Magistrate of the first class, to make such an enquiry; or
- (c) direct an investigation into the causes which led to the accident to be made by the Police.

97-A. The occurrence of accidental deaths on railways should be reported by the Superintendent of the Railway Police in his Weekly Report, Part II, only when there are suspicious or remarkable circumstances.

98. The railway authorities have been requested to communicate information of accidents both to the Railway Police and the District Police. The nearest Police officer should take any action that may be immediately necessary.

The bodies of persons killed in accidents may be sent for *post-mortem* examination to the Civil Surgeon of the District or to the Railway Doctor, whichever is most convenient; and similarly persons injured may be sent for treatment to either Medical officer. The Police cannot compel a person to go to a Medical officer for treatment; but if he is required as a witness, they may proceed under section 171, Criminal Procedure Code.

In all cases of dead bodies found on the line, unless it be known for certain that death was caused by the person being run over, there should be a thorough *post-mortem* examination, and the Medical officer should be requested to be most careful in ascertaining whether there are any signs of poisoning—*vide* also P.O. No. 142.

99. The cognizable sections of the Railways Act are sections 100 (drunkenness of a Railway servant while on duty), 101 (Railway servant endangering the safety of persons), 119 (male person entering a carriage or room reserved for females), 120 (passengers intoxicated or committing nuisance), 121 (obstructing Railway servant in the execution of his duty), 126 (maliciously wrecking or attempting to wreck a train), 127 (maliciously hurting or attempting to hurt persons travelling by railway), 128 (endangering safety of persons travelling by railway by wilful act or omission), 129 (endangering safety of persons travelling by railway by rash or negligent act or omission), and 130, sub-section (1), (commission by minors of acts endangering safety of persons travelling by railway). Offences under any

non-cognizable sections of the Act are declared cognizable when the accused is likely to abscond, or is unknown, or refuses to give his name and address, or gives false name or address. (Section 132 (1)).

In all cognizable cases, including those under the above sections of the Railways Act, in which the Police take action, the Railway Police will, under the restriction prescribed in P.O. No. 103, send the offender and witnesses with the usual charge sheet before the Magistrate having jurisdiction. On the case coming into Court, the Railway Police officer is responsible for placing the case properly before the Magistrate and for seeing that the defendants and the witnesses are present, and that the papers of the case are in proper order. The provisions of sections 154 and 157 of the Code of Criminal Procedure apply equally to the Railway as to the District Police, and the Railway Police are bound to take up cognizable cases without waiting for orders from any Railway official.

The Police should, however, be careful not to take up doubtful cases under cover of the law.

100. In cognizable offences under the Railways Act, the Station-master or other responsible officers of the Company will ordinarily be the informant under section 154, Criminal Procedure Code. Should the occurrence of a cognizable offence come to the notice of a Police officer, and the responsible Railway official decline to lay information, the Police should, in ordinary cases, submit an occurrence report under section 157, Criminal Procedure Code, and delay enquiry pending orders of the Magistrate. In urgent and serious cases, the enquiry must be proceeded with, even though no information be laid.

101. The District Superintendent will inform the Railway Police of the movements of any of the criminal classes by rail. It is expected by Government that the two bodies will mutually co-operate with and assist each other: in short, the Railway Police will stand in the same relation to all districts that one district does to another. In any serious case reported by the Railway Police, the District Superintendent should take up the investigation himself, or direct one of his Assistants to do so, until the arrival of the Superintendent of the Railway Police, when the case should be made over to him.

It is of great importance that the most unreserved confidence should subsist between the Railway and the District Police. It will be the duty of the Superintendent of the Railway Police to inculcate upon his Inspectors and subordinate officers the obligation under which they lie, to make the District Superintendent acquainted with any occurrence on the line that may, in any way, affect the peace of his district.

As a rule, the District Police will not enter upon the lines or premises of the Railway Company, except in the performance of their duty which includes the supervision of bad characters travelling by rail, or when called upon to do so by the Railway authorities.

Note.—Whenever a Division Inspector finds himself at the same place as the Superintendent of the Railway Police, he should visit that officer. This order also applies to the Assistant Superintendent of the Railway Police when there is one. Railway Police Inspectors should similarly visit District Superintendents of Police and Assistant Superintendents of Police whenever opportunities arise. Division Inspectors and Railway Police Inspectors should arrange to meet frequently in order to exchange information.

102. The Superintendent of the Railway Police will at once report to the Agent and Manager all serious offences committed on the railway, and the

action taken by the Police thereon, and will, from time to time, furnish him with reports of crime.

103. The servants of the Railway Company being liable to arrest for breaches of the law in the same manner as any other members of the community, it is the duty of the officers of the Company immediately to relieve from duty any man whose presence is required by the Police to answer a criminal charge. Notice of arrest in such cases shall at once be given by the Police to the head of that department to which the person arrested belongs. If in any case the duty on which the person to be arrested happens to be engaged is such that his immediate arrest would cause risk and inconvenience (*e.g.*, if he were driving a train and no other driver were at hand, or if the arrest of a Station-master were necessary), the Police should make all arrangements necessary to prevent escape and apply to the proper quarter to have the accused relieved, deferring arrest until he is relieved.

104. The necessity for providing substitutes where servants of the Company have been required to sign recognizances to appear before a Magistrate, renders it necessary that the Police should immediately advise the head of the department to which the persons required to appear may belong, whenever such occasion arises, and should also take care that there is time allowed for their relief to be effected.

Minor Duties of the Government Railway Police.

105. (1) All members of the force must, when on duty, wear uniform in every respect in strict accordance with the regulation, except in cases when plain clothes may be considered necessary for the performance of some particular duty.

(2) Every man, whether officer or constable, will receive the lawful commands of his superiors with deference and respect.

(3) All official and Railway authorities are to be treated with due respect by the force. Both officers and men will always salute any official of high rank.

(4) They will behave in such a manner as to cause no interference with, or obstruction to, the working of the line, and will treat every one with the utmost civility.

(5) They will avoid all altercations or squabbles of every kind: if assaulted, they have legal power to arrest the assailant.

(6) They will at once bring to the notice of the Station-master any infraction of the bye-laws of the Company or commission of any non-cognizable offences under the Railways Act, either by the Company's servants or the general public; such infraction, with the orders passed thereon, will be reported to the Superintendent in the diary.

(7) They will be responsible for the burial or cremation in a proper and decent manner, in accordance with nationality and religion of the deceased, of the bodies of all persons dying within the Railway limits not claimed by friends. The property of such persons will be forwarded, under the general rules on this subject, to the Magistrate for disposal. Cost of the disposal of body will be paid by the Magistrate of the district.

(8) They will protect the person and property of all passengers and will prevent all breaches of the peace.

(9) If carriages are overcrowded, they will bring the same at once to the notice of the Station-master and enter the same in the station diary.

(10) They will keep the platform clear, and will carry out any order of the Station-master with reference to the comfort and convenience of passengers.

(11) They will be vigilant in the prevention and detection of nuisances, and will bring such immediately to the notice of Station-masters.

(12) They will prevent persons suffering from smallpox or other infectious disease from entering carriages, and remove from the carriage any persons suffering from such disease who may have succeeded in entering. Such persons commit an offence cognizable under section 269 of the Indian Penal Code. In such cases a first occurrence report should be at once submitted and the sufferer sent to hospital, the final report being submitted no his recovery.

(13) They will keep a sharp look-out for illicit conveyance of opium and other excisable articles, and for persons travelling with arms without license.

(14) They will carefully watch the movements of travellers, and at once communicate any suspicious circumstances to their immediate superiors, and, if necessary, to the District Police.

(15) Each station will be furnished with a vernacular copy of the "Bye-laws" of the Company and of these rules.

106. Duties of Inspectors.—The Sectional Inspector's duties are of great importance. He is responsible for the prevention of crime, the detection of criminals, and the general preservation of the peace along his portion of the line. He is further bound to see that all the head constables and constables under his control discharge their respective duties with zeal and efficiency, and that drill and discipline are maintained.

107. In case of any serious crime or accident in his division, it will be his duty to repair forthwith to the spot, and instruct his subordinates how to act. He will promptly report the same to the Superintendent of the Railway Police.

108. He should specially endeavour to be on good terms with the Railway authorities. He should acquire an accurate knowledge of all the Railway servants. He will submit a diary to the Superintendent of the Railway Police containing full information of each day's occurrence. He is also required to submit a statement showing what amount of kit inspection has been personally undertaken during the month. The statement will be filed in the office of the Superintendent of the Railway Police.

109. Duties of Head Constable.—The head constable will perform the same duties within his range as devolve upon the Inspector within his section.

(1) It is his duty to watch over the conduct of his constables and to report without delay every irregularity to his Inspector.

(2) He is never to absent himself from his station except on duty, or by the permission of the Superintendent.

(3) He is to keep the books and make the returns required of him.

(4) A board will be conspicuously fixed on the outside of the quarters appropriated, wherever it is, for the accommodation of the Police. A notice board will also be furnished, on which should be pasted all proclamations and notices by the Police.

(5) A lantern is always to be kept alight in every Police station at such hours as the season may render necessary.

(6) No animals are to be kept at the station, nor are strangers to be allowed to sleep there.

(7) Every species of gambling is strictly prohibited.

(8) Complaints against any man of the force will be at once reduced to writing, and enquired into by the senior officer on the spot, who will forward a report of the same to the Superintendent of the Railway Police.

(9) He should report in his station-house report for the first date of every month, the dates on which he personally examined the kit of the men under his charge during the previous month, in addition to reporting the same on the date of inspection. Inspection should take place beatwar.

110. The Railway Police are prohibited from interfering with officers or servants belonging to the Railway department in the execution of their respective duties, and they are not to enter into discussion if charged by any of the Railway servants with neglect of duty.

111. In the event of any Police officer having cause of complaint against any Railway servant, such complaint will be made to the Superintendent of the Railway Police through his immediate superior, who will ordinarily submit the matter of complaint to the Agent and Manager for orders.

112. *Escort of Convicts.*—The Railway Police will, if necessary, assist the District Police when proceeding along the line in charge of convicts.

113. *Telegram and Ticket requisitions.*—To enable constables at railway stations to despatch any emergent telegraph messages, forms are supplied which, on being filled in, signed and presented at railway stations, will be accepted in lieu of cash. Constables may seek assistance whenever required from telegraph clerks at railway stations, as it has been arranged that they should help them in wording messages, &c. Telegrams despatched by constables will be checked by the Superintendent of the Railway Police and it should be seen that none are used except for the purpose authorized, and except when absolutely necessary. These telegrams should not be used for communications unconnected with the duties of platform constables, which should be paid for in the ordinary manner. Constables will be liable to pay for any telegrams which may be found to have been despatched unnecessarily.

To enable constables to travel by rail immediately they notice any bad characters, &c., Railway Warrant forms have been provided which, on being filled in, signed and presented at railway stations, will be similarly accepted in lieu of cash and tickets issued. These warrants should also be checked by the Superintendent of the Railway Police.

Note.—Separate arrangement has been made for the payment of money to the Railway Company on the vouchers being collected and sent to the Chief Office. The vouchers will eventually be forwarded to the Superintendent of the Railway Police.

Chapter IV.—Village Police and Village Officers.

Village Police.

114. The Village Police must occupy a prominent place in the General Police system of the Presidency. It has been the basis of Police administration throughout India, and all systems must prove incomplete in which this useful link is omitted; for, under proper control and supervision, the Village Police is calculated to be the most useful auxiliary of the General Constabulary.

115. The appointment, dismissal, and punishment of the ordinary Village Police rest entirely with Collectors and Magistrates, to whom all cases of misconduct or inefficiency must be reported. Such Village Police (the control of whose emoluments is vested in the Revenue authorities) are not under the operation of sections 10 and 11, Act XXIV of 1859.

Village Policemen who receive their pay through the Police department may be brought under the operation of the above sections. With reference to section 8 of the Police Act, such Village Police will still be considered strictly *local*.

116. The Village Police will generally be at the disposal of the Village Magistrate for the purposes of the law. They will wear brass arm badges inscribed "Village Police," and will carry a brass bound staff of office.

117. It is the duty of the village watcher to devote his entire time to his public duties, to the patrol and observation of every part of the area of the village, and of the public roads, thoroughfares and choultries within its limits. He will take note of all strangers and suspicious characters under surveillance. He will, in company with the Police officers deputed for the purpose, execute all criminal processes and generally give every assistance required by the regular constabulary. He will, on the occurrence of crime becoming known to him, give *immediate* information of the same to the Village Magistrate by whose orders he will be guided; he will communicate daily with the village watchers of adjacent villages and exchange intelligence. He will accompany and guard the remittances of revenue to the Taluk treasury. He should on no account be withdrawn from his proper functions and employed as a domestic servant.

Village Officers.

118. The head of a village, although not a Magistrate under the Code of Criminal Procedure, has jurisdiction under the Regulations XI of 1816 and IV of 1821.

He is also a sole or joint Collector of village revenues, and is a Munsif with Civil jurisdiction.

119. (a) The Village Magistrate should, on receiving information of the occurrence of crime, immediately attend the local enquiry which the Village Police officers must make into the case, aid and advise, and be present at all subsequent proceedings of the constabulary and the Village Police. The Village Magistrate will be encouraged to forward to the Sub-Magistrate a separate and independent report of the crime and of all matters coming under his knowledge and observation. Inspectors and head constables will draw the special attention of Sub-Magistrates to the conduct of any Village Magistrate who fails to attend at, and aid in, the local enquiry of the constabulary and the Village Police.

The Village Magistrate should pursue the same course if he first hears of the occurrence of crime, and should give the earliest notice to the constabulary and the Village Police and require their immediate attendance.

(b) The most cordial co-operation and harmony of working will be encouraged amongst the village authorities. Inspectors, head constables and all men of the force will show special deference to, and reliance on, the Village Magistrate and the village officials. They will see them frequently, consult and advise them.

The Police of all grades will bear in mind that, in the terms of the preamble of the Police Act, they are at the disposal of the Magistracy for the prevention and detection of crime; that the Village Magistrate exercising some of the powers of Magistrate is included under this denomination, and that, therefore, the Police of all grades are, while on duty within his jurisdiction, at the disposal of the Village Magistrate for these purposes. As a necessary consequence, the Police are entitled to the Village Magistrate's fullest co-operation and aid while preventing and detecting crime within his jurisdiction, or in general. This wholesome relative position should be carefully impressed and practically enforced on both sides.

120. (a) By section 11, Regulation XXIX of 1802, karnams in permanently-settled villages are required to keep registers of strangers and suspected characters passing through their villages, and these registers are open for inspection by Police officers.

(b) Under section 8 of Regulation XI of 1816, Village Magistrates are bound to communicate to each other all information which they may receive of offences committed, or of gangs of robbers, or of suspicious persons having entered or taken refuge in each other's villages, and to co-operate in all things for the apprehension of offenders and the general security of the country. Heads of villages are also bound to report to the Police the arrival in their villages of strangers of suspicious appearance, and all information which they may be able to collect concerning such persons.

In some districts the District Magistrates have ordered village heads to keep registers of all suspicious strangers coming to and going from their villages. In such districts the Police should frequently inspect such registers and report if they are properly maintained.

121. Cases of petty thefts not exceeding one rupee, nor attended with aggravating circumstances, nor committed by persons of notoriously bad character, are, under the provisions of clause 1, section 6, Regulation IV of 1821, cognizable by heads of villages.

The Police will, as required by sections 154 and 157 of the Code of Criminal Procedure, record and report complaints in such cases, but they

will, under section 157 (b), decline to investigate or prosecute, and will refer the person giving information to the Village Magistrate.

Heads of villages are required, by clause 2 of the section above referred to, to report to the Police, after disposal, all such cases of petty thefts in which they shall have exercised the power of punishment granted to them.

Note.—The Police will, however, take up and prosecute, under the Indian Penal Code, before the regular Magistracy, all cases of salt theft in which the value of the salt involved (cost price *plus* duty) amounts to more than four annas, or in which the accused is an old offender, or other aggravating circumstances exist.

122. Village choultries are the legal places of confinement for persons sentenced by village heads under their powers, and, if such persons are sent to Police stations to be detained, Police officers should refuse to take charge of them, and report the matter to the Superintendent of Police or his Assistant, with a view to the matter being brought to the notice of the District Magistrate.

123. (a) The head of the village should generally be present at searches conducted by Police officers.

(b) Under section 11, clause 1, of Regulation XI of 1816, where heads of villages may have credible information of stolen property being concealed, and there may be reason to apprehend that it will be made away with unless prompt measures be taken to secure it, they shall cause search to be made and the property, if found, to be secured and forwarded with the offender to the Police officer of the district. If the place of concealment be a dwelling-house, the search shall be made only between sunrise and sunset.

Note.—The Police officer of the district is the nearest Police officer.

Searches by heads of villages will be recorded in occurrence reports, charge sheets, &c., as searches, care being taken to note by whom the search was made, and that the Police did not search.

124. Village Magistrates are absolutely prohibited by Government from taking the signature of an accused person to any confession or statement whatever, or even reducing such statement to writing.

125. (a) The practice of passing on from village to village sick and destitute travellers without supplying them with food or drink, is forbidden. Heads of villages must take care of sick and destitute travellers passing through their villages, supplying them with food or drink. Heads of villages will be held responsible for any violation of this order. Should the death of the sick person in any case ensue, the parties engaged in such rash and cruel proceedings will, of course, become liable to the punishment provided by section 304-A of the Indian Penal Code for "causing death by negligence."

(b) The maintenance of such destitute travellers, when they are attacked by disease, will be borne by Government, together with the expense of conveying them to the nearest hospital, in cases where such removal appears to the village authorities to be expedient.

126. District Magistrates alone are authorised to direct the prosecution of heads of villages for offences committed in their official capacity, whether as Criminal or as Civil Judges of the lowest class, the power of all other officers to whom heads of villages are subordinate being in either respect entirely reserved. It will be understood that the "prosecution" last mentioned is a criminal proceeding.

127. It should be observed that, under section 45 of the Code of Criminal Procedure, every village headman, village accountant, village watchman, village police officer, owner or occupier of land, or his agent, is enjoined to communicate forthwith to the nearest Police station any information which he may obtain respecting the residence of any receiver or vendor of stolen property, the resort to or passage through the village of any thug, robber, escaped convict or proclaimed offender, the commission of, or intention to commit, any non-bailable offence or certain other offences, the occurrence of any sudden or unnatural death, or any matter likely to affect the maintenance of peace.

Chapter V.—Procedure in regard to Cases, Persons and Property.

Section I.—Cases.

Procedure on receipt of Complaints.

128. The following tabulated form shows the proper procedure, under the Criminal Procedure Code, on receipt of a complaint or information of the commission of a cognizable offence, and on receipt of an order from a Magistrate to investigate a non-cognizable offence :—

Circumstances.	Procedure.
<i>Cognizable Cases.</i>	
<p>1. The facts appear to constitute a cognizable offence. No person accused, or, if accused, not arrested. Station-house officer determines to enter on an investigation either at the scene of the alleged crime (section 157, Cr.P.C.) or at the station-house (Proviso <i>a</i>).</p>	<p>Send original information, whether it be the Village Magistrate's report or the information written or dictated by complainant or informant, with Occurrence Report, Form No. 44, Volume II, to the Magistrate having jurisdiction.</p>
<p>2. The facts do not appear to constitute an offence, or, in cases of a petty nature, there is no chance of procuring any evidence so that the Police think that there is no necessity for entering on an investigation (Proviso <i>b</i>, section 157, Cr.P.C., and see remarks on this provision printed at page 368 in the Appendix).</p>	<p>Send original information, whether it be the Village Magistrate's report or the information written or dictated by complainant or informant, with Occurrence Report, to the Magistrate having jurisdiction, explaining reasons for not investigating.</p>
<p>3. Accused arrested on sufficient grounds. Investigation cannot be completed within 24 hours.</p>	<p>Send accused at once to the nearest Magistrate with Crime Occurrence Memo. containing an exact copy of the entries regarding the case in the station-house report.</p>
	<p><i>Note.</i>—If the accused is forwarded to a Magistrate other than the Magistrate having jurisdiction, Occurrence Report as in case 1 must be sent to the latter.</p>

Circumstances.	Procedure.
<i>Cognizable Cases—continued.</i>	
a. On completion of the investigation, the case is found to be true.	Send Charge Sheet, Form No. 45, Volume II, to the Magistrate having jurisdiction.
b. On completion of the investigation, the case is found to be false.	Send Referred Charge Sheet, Form No. 46, Volume II, to the Magistrate having jurisdiction through the Divisional Inspector.
4. On completion of the investigation, the case is found to be true; the Police have done all in their power to find the offender or offenders and have failed.	Send Form No. 47, Volume II, through the Inspector of the division, to the Magistrate having jurisdiction.
5. The accused arrested. Enquiry likely to be completed within 24 hours.	Detain the accused. Send Occurrence Report as in case 1.
a. On completion of the investigation, the case is found to be true.	Send the accused, or, in bailable cases, Bail bond, Forms Nos. 48, 49 and 50, Volume II, with Charge Sheet to the Magistrate having jurisdiction.
b. On completion of the investigation, the case is found to be false or evidence is insufficient to justify transmission of the accused to Magistrate.	Release the accused on bail and send bond with Referred Charge Sheet, through the Divisional Inspector, to the Magistrate having jurisdiction.
6. The accused not found, but after investigation the case is found to be true, and such facts elicited as would justify his arrest.	Send Charge Sheet to the Magistrate having jurisdiction, asking for warrant.
7. The accused not arrested or no person accused. After full investigation it is found that no offence has been committed.	Send Referred Charge Sheet, through the Divisional Inspector, to the Magistrate having jurisdiction.
8. After investigation it is found that the facts constitute an offence of a less grave nature than at first alleged; e.g., charge of robbery found to amount in fact only to theft.	Send Referred Charge Sheet, through the Divisional Inspector, to the Magistrate having jurisdiction, asking for authority to correct the record.
8-A. After investigation it is found that the facts constitute a graver offence than at first alleged.	Send a supplemental Occurrence Report to the Magistrate having jurisdiction.
9. The parties concerned in a compoundable cognizable case request the Police to stop investigation on the ground that a compromise has been effected.	Send Referred Charge Sheet, through the Divisional Inspector, to the Magistrate having jurisdiction, for orders.

Circumstances.	Procedure.
<i>Non-Cognizable Cases.</i>	
1. After investigation ordered by Magistrate, case found to be true.	Send Charge Sheet to the Magistrate by whom the case was referred. <i>Vide</i> also P.O. No. 136 (b).
2. After investigation ordered by Magistrate, case found to be false.	Send Referred Charge Sheet to the Magistrate by whom the case was referred, through the Divisional Inspector.
3. Accused arrested under section 57, Cr.P.C., name and residence not ascertained within 24 hours.	Send the accused with Occurrence Report to the Magistrate having jurisdiction.
4. Accused arrested under section 57, Cr.P.C., name and residence ascertained within 24 hours.	Release the accused and send bond with Occurrence Report to the Magistrate having jurisdiction.

Note.—(1) Station-house officers should endeavour to ascertain the truth and real nature of the case from the complainant, and get the charge put up in its true character.

(2) A report will be made to the Magistrate under section 173, Cr.P.C., in all cases investigated by the Police, irrespective of results.

(3) An investigation is held to be completed—

(a) When the Police have done all in their power to find the offender or offenders and have failed.

(b) When the Police arrest and charge an offender.

(c) When the Police refer as false a charge that they have investigated.

(4) The results of Police investigation into cases connected with other Government departments or establishments should be communicated at once by the Police officer making the investigation, to the local head of such department or establishment.

Notices of Crime.

129. (a) Written notices of crime should be sent from one district to another in cases in which the offenders are believed to belong to, or to have gone to, another district. Such notices should, however, be sent only when there is a specific object to be gained by doing so, general notices being circulated through the medium of the Police Gazette. Notices sent to other districts for publication should be in duplicate.

(b) Lists of property stolen, should be sent for publication only when there is reason to suspect that it has left the district. No lists will be published for property not capable of identification, such as cash or brass utensils.

(c) Notifications of the disappearance of individuals, except under suspicious circumstances, are not to be sent for publication. It is not the duty of the Police to search for persons leaving their homes in consequence of family quarrels, unless there is ground to suspect foul play.

(d) (i) In important cases, where the necessity for the immediate dissemination of intelligence and the co-operation of the Police of neighbouring districts arises, a "Hue-and-Cry" circular will anticipate the notices which appear in the Police Gazette. It will be issued in the form of a red

slip to all District Superintendents in English, and the information it contains should be transcribed on similar slips to be kept ready for the purpose in District Superintendents' offices, and at once circulated to all stations.

Note.—(1) Information for the issue of a "Hue-and-Cry" circular may be sent by telegram if necessary.

(2) The red slips referred to, which will be in Form No. 44-A, Volume II, will be supplied to Superintendents of Police on indent from the Chief Office.

(i) The officers in charge of stations and outposts will communicate the contents of the slips to their subordinates at muster parades, and note at the foot of the circular the fact that they have done so. The circulars will be numbered and should be carefully filed in each station in consecutive order.

(iii) It is left to the discretion of District Superintendents to decide when and in what cases to issue a "Hue-and-Cry" circular. Generally speaking, it is to be used only in special cases where information of general interest has to be communicated, or where the prompt co-operation of the Police of other districts is desired.

(iv) The following are some of the cases in which it should invariably be issued :—

(a) In *professional drugging cases*, to the Assistant Inspector-General and direct to districts where convicted prisoners are known to reside.

(b) In *dacoity* and all *organised crime*, in which wandering gangs or foreigners are known or suspected to have been concerned, to the Assistant Inspector-General and to any district in which the criminals are believed to be, or to which they belong.

(c) In *escapes* of prisoners, to surrounding districts.

N.B.—In every case, careful descriptive rolls and all points of information likely to assist in aiding the "Hue-and-Cry" should be given.

(v) The following points must be carefully kept in view :—

(a) The District Superintendent is to set on foot the "Hue-and-Cry"

(b) He must send a slip in all cases to the Assistant Inspector-General.

(c) He must exercise his discretion as regards sending slips direct to adjoining districts.

(d) The District Superintendent receiving red slips must use his discretion in determining to which Police stations the information contained in the slips should be specially communicated.

(e) Arrangements must be made so that the "Hue-and-Cry" information is dealt with promptly and punctually during the Superintendent's absence from head-quarters.

(f) In all cases in which a considerable amount of property has been lost by dacoity, robbery, house-breaking, etc., a list of it should at once be sent to the District Head-quarter office and the Superintendent, Railway Police, Madras, and cyclostyled copies sent to every Police station in the district and also to the nearest Railway Police station for information.

129-A. The District Police should give immediate information to the Railway Police of the absconding of offenders. The railways are largely

used by criminals, and, if prompt information is given to the Railway Police regarding absconding offenders who are likely to travel by rail, the chances of capture are much improved. In the case of serious crimes, which are always investigated by the Inspector of the division, the information should be sent by that officer to the Railway Police Inspector either by telegraph, post or messenger, and he may, if necessary, communicate at the same time with the Police at any railway station where the accused is likely to be found. It is of the first importance that this information should be furnished promptly, for a delay of even one day greatly diminishes its usefulness. When the Division Inspector is not present the information should be sent by the Police officer investigating the case.

Procedure in Petty Thefts triable by Village Heads.

130. (a) The Police will record cases of petty thefts not exceeding one rupee and send occurrence reports to the Subordinate Magistrate having jurisdiction, but not investigate such cases. If complaints are made to them, they will refer the complainants to Village Magistrates.

Note.—Thefts of sheep or goats, whatever their value, must be registered as theft under the Indian Penal Code, and investigated and dealt with according to law. See also Note to P.O. No. 121 and Note 4, P.O. No. 92.

(b) They will, of course, investigate such cases and prosecute them before the regular Magistracy under sections of the Indian Penal Code, if attended with aggravating circumstances or if committed by old offenders or by professional thieves.

Reporting Non-Cognizable Complaints.

131. There is no section in the Criminal Procedure Code, 1898, which empowers a Police officer to make, of his own motion, any report to a Magistrate in a non-cognizable case; hence, where he files a formal complaint in such a case, he cannot be said to "make a report," and his complaint falls within the definition of "complaint," in section 4 (h) of the Criminal Procedure Code, 1898.

Where a Police officer appears before a Magistrate and makes a formal complaint of a non-cognizable offence, which is found to be false, the Magistrate can order him, under section 250 of the Criminal Procedure Code, to pay compensation to the accused.

Occurrence Report.

* **132.** (a) The Occurrence Report, Form No. 44, Volume II, is to be used under section 157, Criminal Procedure Code, and for communications from station-house officers to Inspectors of the Salt and Abkari Revenue.

(b) All cases must be reported to the local Sub-Magistrate, as well as to the Magistrate having jurisdiction, in order that they may be kept fully acquainted with the state of crime within the limits of their charge.

(c) In all cases of (1) murder, (2) culpable homicide, (3) dacoity, (4) robbery, (5) house-breaking and theft above Rs. 500, and (6) any *emeute*, riot or case of a specially grave nature, a crime and occurrence report will be sent direct from station to the office of the Superintendent or Assistant Superintendent, in addition to one to the Inspector; in all other cases, only one crime report will be forwarded through the Inspector (who will

initial the report and enter the date of receipt and despatch) to the office of the Superintendent or Assistant Superintendent, as the case may be, those received by the Assistant Superintendent being forwarded to the Superintendent after perusal. Station-house officers will, however, send express reports to their Inspectors in all cases where house-breakings occur if the property lost is over Rs. 100, unless there are special reasons against this course.

Note.—Station-house officers in the sub-division should, in very grave cases of dangerous riot, murder and dacoity, report the occurrence to the Superintendent by telegram

Special Reports of Grave Crime.

133. In specially grave instances of riots, murders, dacoities, etc., the Inspector-General must be promptly informed of their occurrence (in Form No. 51, Vol. II) and further important events connected therewith. For this purpose, the telegraph must be freely, though not recklessly, made use of.

It is impossible to lay down any hard-and-fast rule as to what description of cases should be reported to the Inspector-General by wire; officers must exercise their own discretion in deciding this question.

Use of the Telegraph for communicating the occurrence of Dacoity and other Serious Crime.

133-A. The occurrence of such crimes as dacoity and serious burglary, which are almost certainly committed by professional criminals, should be promptly communicated to neighbouring Police stations and to the nearest Railway Police station by means of the telegraph, for which purpose telegraph stamps will be supplied to stations. The rules relating to the purchase, distribution and audit of these stamps are given in the Appendix at page 369.

Station-house report.

* **134.** (a) The station-house report, Form No. 52, Volume II, is the diary under section 172, Criminal Procedure Code, the special details required by the said section regarding each case being duly recorded therein and signed by the officer who made the enquiry.

(b) Station-house reports will be sent from the station-house to the Divisional Inspector, who will check and verify the information contained in them, and will then forward them to the Head-quarter or Sub-division office, as the case may be. Inspectors will send *takids* in Form No. 246, Volume II, at once to their station-house officers when anything in the reports calls for explanation or remark, noting in red ink thereon what they have done for the information of the office, and, if necessary, the office will return, through the Inspectors, the station-house reports for further remarks. Replies to the remarks of Inspectors on station-house reports should be filed with the respective reports. If necessary, Inspectors may note in their *takid* counterfoils that the remarks were answered. In the office a general supervision will be maintained in order to secure due attention of Inspectors to the checking of station-house reports, and a check register in Form No. 53, Volume II, kept.

(c) It is impossible that station-house reports can be adequately checked in the District and Sub-division offices. This must be done by

Inspectors. In particular, Inspectors will thoroughly check the page relating to beats, by comparing it with the beat reports of adjacent stations, and they will write across the page "Beats checked and found to correspond" or otherwise, as the case may be. Discrepancies will be noted, but the station-house reports will not be returned for correction, but will be forwarded with the necessary annotations to the District and Sub-division offices. The station-house reports of any one date must be retained by Inspectors till the whole have been checked—all will then be forwarded together. Only items of really useful news should be entered.

Note.—Diaries and station-house reports should invariably be closed and despatched at 6 A.M. daily, and they should contain all information, etc., brought to notice during the previous 24 hours. Diaries may, of course, be written up on the evening of the day to which they belong. Any subsequent event or information which happens or reaches the station during the night may be added to the station-house report before despatch.

Note-books.

135. (a) All officers of Police engaged in the detection of crime are required to keep note-books. In these they must note down concisely all their proceedings and every information obtained. The diary prescribed in section 172, Criminal Procedure Code, will be compiled daily from these note-books. Each entry should be headed by place and date, and it will be found convenient to date each entry at the end as well. No blank spaces should be left between entries.

(b) The principal use of a note-book is to record facts observed, information obtained, and steps taken in the course of a police investigation. It should also be used to record information received verbally regarding the occurrence of crime in other stations, the movements of known depredators, and their present employment or manner of life, the arrival of all strangers in the villages of the beats visited; and generally any facts relating to crime or criminals, which may, directly or indirectly, prove of use, or such information affecting the public interests as should be communicated to the Magistrate or other departments (*e.g.*, a hole in a bridge, road breached, tank breached or in a dangerous condition, telegraph line or posts damaged, etc.). A Police officer sent on detective duty, or in search of a man wanted, must record his movements from day to day in the note-book. And in every case it is well to make an entry each day in the note-book. If nothing done it is sufficient merely to state the date and the actual duty on which the Police officer was employed. It is difficult to lay down a hard-and-fast rule as to what shall or shall not be recorded; but these points are amongst those which should certainly be carefully entered in Police officers' note-books. It must be remembered that note-books are often referred to by Courts to verify statements made in the diaries or charge sheets, or to confirm a Police officer's statements in the witness box. It is therefore of the utmost importance that every fact elicited in the investigation of a case should find a place in the note-book. If Inspectors cannot write English sufficiently well to note with rapidity and ease what happens in an investigation, they should write in the vernacular. The note-book must in any case contain a full record of all cases investigated.

Note.—Superintendents and Assistant Superintendents will give particular attention to their Inspectors' note-books. Inspectors are responsible that all note-books within their divisions are properly kept. Head constables' note-books will be examined by Inspectors once a month, and their name and date of inspection entered in the same. It will be the duty of an Inspector to enter in a note-book not properly kept such remarks as he considers necessary for the guidance of the owner thereof.

The station-house officer is responsible for the custody of the note-books belonging to the station constables as well as of his own. When a constable leaves the station on his daily duty he will obtain his note-book from the station-house officer. On return to the station, the note-book will be handed back to the station-house officer.

The note-books of constables as well as of head constables when full or when no longer in use will be sent to the Division Inspector. The Inspector will keep them with his own finished note-books at his head-quarters for a period of three years, after which they should be sent to the Head-quarter office for destruction.

When handing over charge of the division, by reason of transfer or otherwise, the Inspector will deliver to his successor all the note-books in his custody.

Note.—The term “Station constables” includes head constables other than station-house officers.

Charge Sheets.

* **136.** (a) The superior Police officer making an investigation is the proper person to prepare and submit the charge sheet to be used under sections 170 and 173, Criminal Procedure Code. *Vide* also P.O. No. 144.

(b) In column 7 of the charge sheets submitted in non-cognizable cases referred for investigation, it will be noted whether the complainant was directed to present himself before the Magistrate within ten days to lodge money for process-fees. Column 8 will contain a list of property connected with the case, care being taken that an extract from the Search Register, section 523, Criminal Procedure Code, accompanies the charge sheet, if it has not been submitted to the Magistrate beforehand.

(c) In large municipal towns where cases under Police and Municipal Acts are numerous and in all places in which Act III of 1889 is in force, a register of petty cases, Form No. 54, Volume II, should be kept into which they are to be entered, and not in the Crime Register. The Charge Sheet, Form No. 54, Volume II, in which offences should be consecutively entered, will be a duplicate of the register, the words “Charge Sheet” being prefixed to the form. The book containing the charge sheets must, when full, be deposited in the Magistrate’s record room.

Note.—The register of petty cases will be destroyed at the end of three years.

(d) In all cases coming under Chapter XVI, Indian Penal Code—offences affecting the human body—arrests must be made and charge sheets submitted as in all other cases with all reasonable promptitude. The want of Medical officer’s certificate will not justify any delay. Medical officers can be examined orally like other witnesses and their statements must be recorded and made use of.

(e) In charge sheet cases care should be taken that all the prosecution witnesses are present when the charge sheet is brought to the Magistrate, or that recognizances are properly entered into under section 170, Criminal Procedure Code.

Sunday.

137. (a) Although cases will not ordinarily be taken before Magistrates on a Sunday, Sundays are not excluded in the calculation of time allowed for producing prisoners before a Magistrate (section 61, Criminal Procedure Code).

(b) The Police office at head-quarters is to be closed on Sunday, but men must be sent on beat and perform general duty as on other days; it is only as regards judicial work and attendance at Courts that relief can be given.

(c) Warrants issued on a Sunday are not invalid; but it is the wish of Government that, as far as possible, the Christian day of rest should be observed throughout British India.

Cases referred as false.

138. (a) Referred Charge Sheets are to be submitted to the Magistrate having jurisdiction by station-house officers, through the Inspector of the division, immediately they have completed investigations.

(b) The Inspector will note the date of receipt and countersign the Referred Charge Sheet in proof that he has thoroughly satisfied himself of the accuracy and propriety of the reasons for reporting the case false as set forth by the station-house officer. If he sees fit, he may direct the station-house officer to make further enquiry, and, in grave cases presenting any room for doubt, he should himself hold further enquiry, noting on the Referred Charge Sheet, which must be forwarded to the Magistrate without delay, the instructions he has given or the action he proposes to take, about which further report will follow. The Inspector, when reporting on the case in his diary, will also be careful to note the date of receipt of the Referred Charge Sheet and of forwarding it to the Magistrate.

(c) When a charge is reported by the Police as false, they will distinctly state whether prosecution of the complainant is recommended, and, if not, give their reasons for not prosecuting.

Full instructions regarding the application of sections 182 and 211, Indian Penal Code, the powers of the Police to sanction prosecutions under those sections, the facts constituting offences thereunder, and the necessity or otherwise for a Magistrate's sanction to prosecute under those sections in certain cases, are printed at page 371, Appendix.

Note.—In cases referred as false by the Police but ordered to be charged by Magistrate, processes should be issued to secure the attendance of the accused.

(d) Cases must not be referred unless clearly and unmistakably false. Mere probability that they are false will not suffice. Such cases must be kept in the register as undetected until some fresh facts are elicited by fuller enquiry which may determine the nature of the case.

(e) As delays in the disposal of referred cases lead to corruption, oppression and the general debasement of the force, special attention will be given to this matter by District officers and the Deputy Inspectors-General. Inspectors will send in quarterly to the Superintendent a list of all cases (1) referred, (2) charged, (3) found impossible to detect, in which orders of Magistrates have not been received—Form No. 55, Volume II. In sub-divisions, these lists will be sent through Assistant Superintendents.

Note.—Inspectors will note in the 'Remarks' column why, as far as they know, proceedings have not been received. They may, with advantage, show the lists to the Magistrates before sending them to the Superintendent.

Superintendents should, at the end of each quarter, send to District Magistrates a return of such cases.

(f) The Government consider that a District Magistrate as well as a Sub-Divisional Magistrate is bound to review an order of his Subordinate Magistrate striking off or refusing to strike off a case referred by the Police, when requested to do so by the Police or any one else. He can equally review such an order of his own motion, and must do so if he sees any reasons for doubting its propriety.

Remands.

139. In proceedings before the Police under Chapter XIV, Criminal Procedure Code, the period of remand cannot exceed fifteen days *in all*, including one or more remands—*vide* section 167 (2), Criminal Procedure Code. In proceedings under Chapter XXIV, by section 344, a much larger power of remand is given—not exceeding fifteen days *at a time*.

Investigations by the Police under section 174, Criminal Procedure Code.

* 140. (a) The attention of Police officers is directed to section 174, Criminal Procedure Code, under which station-house officers are required to act in all cases of sudden or unnatural death. A copy of the report, Form No. 56, Volume II, or *Mahazar* required by this section will be forwarded with the station-house report of the day. A Police officer making an enquiry under this section has not the power to cause the exhumation of a body; such power is given by section 176 only to Magistrates empowered to hold inquests. The order of a Magistrate for the exhumation of a body is required only in cases where there has been a regular and formal burial conducted in the ordinary course. For the exhumation of a body buried by the murderers no order of a Magistrate is necessary.

Note.—(1) All cases in which the opinion arrived at by the Panchayatdars is one that death occurred from natural causes should be omitted from the "Returns of Accidental deaths, &c."

(2) Unless specially requested by the Military authorities to investigate, Police officers will refrain from investigating cases of prisoners of war not dying while in the custody of the Police.

(b) When there is any doubt regarding the cause of death, the dead body is to be sent immediately to the nearest hospital or dispensary with a memorandum stating the supposed cause of death. Where there is no reason to doubt the cause of death, despatch of the body to the nearest Medical officer is uncalled for.

Note.—In all cases in which there is any reason to suspect that a native has met with his death at the hands of a British soldier, the *post-mortem* examination should be conducted by the Civil Surgeon himself. The Police should give the Civil Surgeon the information necessary to show him that the case is one in which his personal conduct of the *post-mortem* is required.

(c) In order that the body may be in as good a state of preservation as possible when sent to Medical officers, the following instructions should be attended to:—

A sheet or cloth should be spread on a cot and powdered charcoal should be spread on the sheet to a depth of one inch. Over the charcoal should be spread another cloth, or if long enough, the same cloth may be folded back over the charcoal. The body should then be placed on the cloth and covered with another cloth. Powdered charcoal should then be spread on the last cloth to a depth of one inch. The whole should then be covered with a mat. When the body reaches the hospital, the last cloth should be

lifted by the four corners. The charcoal will thus be lifted off without touching the body.

The cost of the cloths and charcoal will be paid by the Magistrate.

(d) The Police officer sent in charge of a corpse need not be present throughout the details of the *post-mortem* examination. It will suffice if he stands sufficiently near to be able to testify that the body which had been in his charge was the one examined by the Medical officer. In all cases where the Police bring a body for *post-mortem* examination, they should arrange for the subsequent disposal of the body. If the relations or friends of the deceased will arrange for the burial, the body should be given to them. If they decline, the Police should arrange for the burial of the body themselves.

(e) Investigation reports under section 174, Criminal Procedure Code, must be written up and completed on the spot where investigation on a corpse is held. Immediately the investigation is closed, one copy of the report thereof should be *forthwith* forwarded to the Divisional Magistrate and another copy to the local Sub-Magistrate.

(f) *Post-mortem* certificates will be handed over to the Police in sealed covers which should be forwarded to the Magistrate. Wound certificates will be delivered to the Police. In all cases, the Police can receive orally from the Medical officers all possible information calculated to assist the elucidation of the case. An extract from the rules on the subject of these certificates is printed at page 375, Appendix. Medical officers holding *post-mortem* examinations are required to supply a copy of the *post-mortem* notes to the Police whenever the latter apply for the same. The right to apply for such copies is limited to Inspectors, head constables acting as Inspectors, and to officers of higher rank.

(g) Medical officers who are public servants should invariably give, when required to do so by the Police, certificates, opinions, or evidence regarding any proceeding of public interest, such as inquests or judicial inquiries, and should not receive any fee from public revenues for that purpose. In the case of Medical officers in local and municipal employ, the Government pays a portion of their salaries expressly in order that such public services may be claimed as of right.

If in any case a Medical officer considers that the granting of the certificate is unnecessary, or that improper use has been made of this rule by the Police, he will, after granting the certificate, report the matter to the District Surgeon, who will bring it to the notice of the Police department.

Note.—(1) All cases of suicide in jail or death from other than natural causes are to be reported to the District Superintendent of Police by the Superintendent of Jails.

(2) In all cases of suicide in Police custody (including Subsidiary Jails which the Police are guarding) a full report will be submitted without delay by the Superintendent to the Inspector-General of Police.

141. The following rules should be attended to by the Police officers enquiring into cases of unnatural or sudden death :—

i. *In cases of suspected poisoning—*

- (1) Bring away under seal any food (especially *átá* or sweetmeat, drink, tobacco, or drugs) which may be in the house or near the body.
- (2) If vomiting has occurred, swab up with a clean rag any vomited matter which may be on the person or bed, and seal up the rag in a packet.
- (3) Bring away under seal any clothing, wood or mud flooring into which any vomited matter has soaked.

- (4) Carefully bottle and seal the contents of any vessels containing vomited matter.
- (5) Ascertain the exact time between the receipt of food, drink or medicine, the appearance of symptoms and occurrence of death.
- ii. *In cases of hanging or strangulation—*
 - (1) Note, if possible, before cutting down the body or removing the strangulating medium any lividity of face, especially of lips and eyelids, any projection of the eyes, the state of the tongue, whether enlarged and protruded or compressed between the lips, the escape of any fluid from mouth and nostrils, and direction of its flow.
 - (2) On cutting down the body or removing the strangulating medium, note particularly the state of the neck, whether bruised along the line of strangulation.
 - (3) Note the direction of the mark, whether circular or oblique.
 - (4) Note the state of the thumbs, whether crossed over the palms.
 - (5) If possible, bring away the materials by which hanging or strangulation has been effected.
- iii. *On finding a body in a tank or well—*
 - (1) Note any marks of blood around the mouth or on the sides of the well or tank.
 - (2) On removing the body, carefully examine for and note any external marks of injury, especially about the head and neck.
 - (3) Note the state of the skin, whether smooth or rough.
 - (4) Examine the hands and carefully remove anything they may hold.
- iv. *In the case of a body found murdered in an open road—*
 - (1) Note the number, character and appearance of any injuries.
 - (2) Should a weapon be found, cover with paper and seal any marks of blood, and especially note and preserve any adherent hair.
 - (3) In the case of an exposed infant, note the state of the cord, especially if tied, and any marks of violence.
- v. *In case of a presumed murder and burial of the remains—*
 - (1) Examine for and note any marks of violence, about skull especially.
 - (2) Note carefully any indications of sex; especially bring away a jaw and the bone of the pelvis.
 - (3) If any suspicions of poisoning, bring away sealed the earth from where the stomach would have been.
 - (4) If a body presumed to have been murdered has been burnt, collect and bring any fragments of bones which may be found among the ashes.

When reporting accidental deaths by drowning in wells, the Police should always mention the state of the parapet walls, steps, &c.

142. When sudden or accidental deaths occur upon railways, or when persons die at railway stations or while travelling by rail, the Railway Police will take immediate steps for the necessary investigation over corpse being held, and will forward a copy of the opinion of the Panchayatdars to the Railway authorities who are required to transmit it to Government. A copy of the opinion of the Panchayatdars should also be sent, if applied for, to any officer of the Railway Company—whether Resident Railway Engineer or Traffic Superintendent. In cases of persons run over by train, a thorough *post-mortem* examination should be made to determine whether there was any other cause of death, unless it is known for certain that death was caused by being run over.

Note.—In all cases of conveyance by railway of dead bodies, or large jars, &c., containing portions of dead bodies, a declaration must be made to the Railway officials at the forwarding station, so that arrangements may be made to provide separate accommodation as far as practicable.

Chemico-Legal Examinations.

143. The following are the principal points for the guidance of Magistrates, Superintendents and Assistant Superintendents with regard to the transmission of substances to the Chemical Examiner, in cases of suspected poisoning or other cases in which the aid of the Chemical Examiner may be required. Other supplementary instructions are given in the Appendix, page 377 :—

(1) Substances will not be forwarded by Medical officers to the Chemical Examiner, except upon receipt of an order to that effect from a Magistrate, Superintendent or Assistant Superintendent of Police. It will, therefore, be necessary that orders for the transmission of substances to the Chemical Examiner for analysis should be issued with promptitude. And an order should invariably be granted, if the Medical officer considers it advisable to obtain the opinion of the Chemical Examiner; whilst, on the other hand, Magistrates, Superintendents and Assistant Superintendents of Police should issue an order for examination, if they consider it desirable to consult the Chemical Examiner, although the opinion of the Medical officer be adverse to such a proceeding.

(2) Magistrates, Superintendents and Assistant Superintendents of Police, on instructing Medical officers to forward articles for analysis to the Chemical Examiner to Government, should, at the same time, address the latter officer, quoting the number and date of their order to the Medical officer, and should furnish the Chemical Examiner with a brief summary of the history of the case.

The results of cases in which examinations are made by the Chemical Examiner on the authority of Superintendents and Assistant Superintendents of Police should be reported and copies of judgments forwarded direct by those officers to the Chemical Examiner.

(3) The following are the principal points on which Magistrates, Superintendents and Assistant Superintendents of Police, in cases of suspected poisoning, should furnish information to the Chemical Examiner :—

- (i) What interval was there between the last eating and drinking, and the first appearance of symptoms of poisoning?
- (ii) What interval was there between the last eating or drinking and death (if this occurred)?
- (iii) What were the first symptoms?
- (iv) Were any of the following symptoms present?

If so, state which—

- (a) Vomiting and purging.
- (b) Deep sleep.
- (c) Tingling of the skin and throat.
- (d) Convulsion or twitchings of the muscles.
- (e) Delirium and clutching at imaginary objects.
- (v) Were any other symptoms noticed?
- (vi) Did any other persons partake of the suspected food or drink and did they also suffer from similar or other symptoms of poisoning?

(4) Any other information available likely to prove serviceable as a guide to the class of poison administered, should, at the same time, be furnished.

(5) Certificates of chemical analysis are not to be accepted from Medical officers, as these officers are not in a position to conduct analysis as they should be carried out for judicial purposes. But any Medical officer who may be provided with a suitable microscope, should be able to recognise recent blood stains, and to conduct examinations of suspected seminal stains.

(6) In every case of suspected human or cattle poisoning, it is desirable that all the substances requiring analysis should be packed and forwarded to the Chemical Examiner by the nearest Medical officer. If special circumstances should render it desirable to forward any articles directly to the Chemical

Examiner, the instructions in section 2, paragraphs 1—12, on page 377, Appendix, must be carefully attended to.

(7) Articles requiring examination for the presence of blood stains may, if desirable (*vide* also paragraph 5), be forwarded direct to the Chemical Examiner, the following rules being strictly attended to:—

(i) When clothes are sent up, any stains considered to be suspicious should be indicated by means of pencil marks or pins. Stains on walls, floors, the ground or articles of furniture, &c., are not to be scraped off. But the stained area is to be carefully cut out; and when the material is brittle, as in the case of earth or chunam, it should be carefully wrapped in cotton wool and packed in a box, so that the surface may be preserved from injury.

(ii) All articles requiring examination should be carefully labelled, and each label should bear the signature of the forwarding officer and the number and date of the letter of advice addressed to the Chemical Examiner. All parcels should be carefully sealed by the despatching officer, and packed in such a manner that they cannot be opened without destroying the seal. The seal used should be the same throughout, whether a private seal, or an official seal, which is kept in safe custody. A letter of advice should be separately forwarded to the Chemical Examiner. This letter should contain—

- (a) An impression of the seal used in closing the packets and description thereof.
- (b) A list of the articles forwarded, and a statement as to how the articles have been forwarded.
- (c) Information as to whether any of the weapons, clothes, &c., are to be returned after examination.

(8) Magistrates in forwarding coins, documents, salines, liquors, &c., to the Chemical Examiner, should follow the instructions laid down in paragraph (7), clause (ii), and in section 2, paragraph 11, so far as they may be applicable, and should be careful to include in their letter of advice to the Chemical Examiner, information as to the nature and object of the examination required, and to furnish any other information likely to assist the Chemical Examiner in making the required examination.

Note.—(1) It is no part of the duty of the station-house officers to ask any Medical officer to forward any substance of a suspicious nature to the Chemical Examiner. Station-house officers must communicate at once on such a subject with their Division Inspectors, who will apply to the Superintendent or Assistant Superintendent for orders. This, of course, does not prevent such substances being forwarded to the Chemical Examiner by an order of the local Magistrate on the report of the Division Inspector or station-house officer.

(2) In the case of suspicious deaths of animals it may occasionally be necessary that a *post-mortem* examination should be held by the Medical officer. The mere fact, however, of an animal being found dead is not a sufficient reason for requiring a *post-mortem* examination by a Medical officer. Care should be exercised that only suspicious cases are sent up for examination.

Certificates of Age of Females.

143-A. The Surgeon-General with the Government of Madras has prohibited the issue of certificates testifying professionally to the probable age of females, by an officer of the Medical department, except on the written application of a Judge, Magistrate, Superintendent of Police or Assistant Superintendent of Police residing within the district.

Prosecutions.

144. With reference to section 495, Criminal Procedure Code, 1898, Police officers under the rank of first-grade head constable in charge of a Police station cannot be allowed to conduct the prosecution of a case. When a Police officer who has been engaged in the investigation into the offence with respect to which the accused is being prosecuted, attends the Court, his functions should be confined to his examination as a witness and to

the suggestion of questions to be put by the prosecuting Police officer. It is undesirable that questions to be asked of witnesses should be suggested directly to the Magistrate by the investigating officer.

It is of great importance that all necessary information should be contained in the charge sheets, and that Police officers must pay particular attention to their preparation.

Inspectors should see that delays in the transmission of the reports of crime to the Magistracy either on the part of the Police or on that of the Village Magistrate are clearly explained, before a case is committed to the Sessions.

Security for good behaviour.

145. No charge sheet under sections 109 and 110, Criminal Procedure Code, will be laid before any Magistrate until it has been countersigned by the Superintendent or Assistant Superintendent—except, of course, under the orders of a Magistrate. The proceedings will be conducted by the Prosecuting Inspector assisted by the local Police. In all cases where special merit has been displayed in working these sections, special recognition will follow.

Note.—When an Inspector is really unable to submit the charge sheet in time for the Superintendent's or Assistant Superintendent's countersignature previous to its submission to the Court, a copy of the charge sheet laid before the Court should be sent to the Superintendent or Assistant Superintendent immediately, so that the Superintendent or Assistant Superintendent may either direct an amended charge or direct its withdrawal.

These sections require to be carefully worked. Care must be taken not to abuse them. Criminals released from jail must be given a fair chance of returning to honest ways, but when well-known habitual offenders are found under distinctly suspicious circumstances, lurking at night in suspicious places, in possession of house-breaking instruments or implements for coining, travelling on the railway for no ostensible purpose except crime, or in possession of suspicious property which cannot be accounted for, such men should be put up before Magistrates and an order, if possible, obtained.

The following rules have been framed for the guidance of Police officers in working the security sections of the Criminal Procedure Code :—

(1) The Police have principally to deal with vagrants, suspected persons, and habitual offenders who fall within the purview of sections 109, 110, Criminal Procedure Code. It is in respect of these that they have to maintain a record of their past history and watch their present mode of life and movements.

Under section 109 (a) it will be observed that proceedings can be instituted against a person taking precautions to conceal his presence when there are reasons to believe that such precautions are taken in order to commit an offence. This attempt at concealment preparatory to the commission of crime should be proved by the evidence of Policemen who can speak to it from personal observation, and by respectable villagers living at or near the place of hiding. That the person in question has given different names, has appeared in various costumes and disguises, has only sallied forth after dark, and had his meals secretly conveyed to him—these and other suspicious circumstances will be evidence of attempt at concealment.

The intention to commit an offence can be established by evidence of loitering near houses after dark, by the possession of house-breaking and thieving implements and false keys, consorting with bad characters, &c.

(2) Secondly, under section 109 (b) proceedings can be taken against a person who has no ostensible means of subsistence. In proving this there is usually no difficulty, as the Village Munsif, Karnam, and neighbouring villagers can be cited to show that the man has no property, does not live by cultivation or other honest means, or spends money for which he cannot account.

(3) Thirdly, under section 109 (b), if a man cannot give a satisfactory account of himself, this is sufficient ground for putting him up before a Magistrate. If the account given regarding his antecedents, residence, object of visit, &c., is not consistent and is apparently false, he may be proceeded against *forthwith*. But whenever it is practicable searching enquiry must first be made, and extended to such other places as may be necessary, to test fully the truth of his whole story, and steps should be taken against him directly his account is proved to be false. Attention should be specially directed to the numerous suspicious characters who frequent fairs and festivals.

(4) The next and most important class of men with whom the Police have to deal under the preventive sections of the Code of Criminal Procedure are the habitual offenders enumerated in section 110. In respect of these it is necessary to show that they *habitually* commit crime. This can be proved (i) by previous convictions and (ii) by general repute under section 117, Criminal Procedure Code. Proceedings cannot, however, be taken solely on the ground that a man has been previously convicted. It must be shown that since he regained his liberty he has not been leading an honest life and has resumed his old career of preying upon the community.

Note.—The High Court of Madras has ruled (*vide* pages 122 and 123 of the Police Gazette, Part I, dated 3rd December 1904) that the jurisdiction of the Magistrate, under section 110, Criminal Procedure Code, is not restricted to a person *residing* within his local jurisdiction, but extends to any person who is within the local limits at the time when the Magistrate takes action under the section.

As regards general repute, the evidence of reliable witnesses should be produced. This is not without value, though the witnesses may not be able to connect the accused with the commission of any specific offence. It is, however, essential to prove connection with particular acts of crime, or particular acts indicative of bad character.

Thus it may be proved—

- (a) That the man has been charged on one or more occasions with robbery, house-breaking, theft or other offences referred to in section 110, although the evidence at the trial was found insufficient for conviction.
- (b) That he has been suspected on various occasions and on reasonable grounds of similar offences, although there was not sufficient evidence to place him before a Court.
- (c) That the offences enumerated in section 110 have become rife whenever he was in the neighbourhood, and that frequent complaints have been made against him by persons who have suffered loss at his hands.
- (d) That he frequents gambling houses and opium dens, consorts with bad characters, drunkards and prostitutes, harbours and protects thieves, or has been found in possession of house-breaking implements.

- (e) That he is frequently absent from home, especially on dark nights, without being able to give a satisfactory reason.
- (f) That he has no ostensible means of subsistence and has been spending money for which he can give no account.
- (g) That he belongs to a family or tribe of thieves or is a member of a criminal gang.

These and like facts should be collected from all sources and especially from the registers of known depredators, which, if properly kept, should contain full information on all these points. To facilitate proof, the rank and number of the Police officer who can speak to these facts should be noted against each entry in the register of known depredators.

In any case in which the Police are not satisfied with the sureties tendered, they should place their objections before the Magistrate without delay. What is wanted is a real security, and a bond for Rs. 20 executed by a respectable person is of more value than one of Rs. 200 given by a man of the criminal's own class.

When a person is bound over the Police must not think that their duty as regards him is at an end. They must on the contrary carefully watch him—for otherwise the proceedings under the Code will give protection to the criminal rather than to the community. Whenever a person who has given security is convicted, the forfeiture of the security should always be asked for.

The High Court of Madras has ruled that a further enquiry cannot be ordered, under section 437, Criminal Procedure Code, into the case of a person who has been proceeded against under section 110, Criminal Procedure Code, and discharged. All officers will note that there is no use in applying for revision in security cases.

Old Offenders charged under Section 75, I.P.C.

145-A. The High Court considers it highly desirable that offenders liable to enhanced punishment under section 75, Indian Penal Code, should ordinarily be charged before First-class Magistrates, as otherwise they will have, under section 348, Criminal Procedure Code, to be committed to the Court of Session in case they are tried before Second-class Magistrates and these are of opinion that they cannot pass an adequate sentence upon the accused if convicted.

Whenever any person is charged with an offence under section 457, Indian Penal Code, combined with section 75, Indian Penal Code, if the previous conviction was for house-breaking by night, robbery or dacoity, the charge shall invariably be laid before a First-class Magistrate.

Examination of Defence Evidence.

146. (a) The preliminary inquiry under Chapter XIV, Criminal Procedure Code, is conducted by the Police with a view to ascertain whether there are grounds for believing the accusation to be well-founded, and, for this purpose, a Police officer is authorized to require the attendance before himself of any person who is supposed to be acquainted with the facts of the case, and to examine him orally. His inquiry need not be exhaustive, but it must be impartial; and he would not discharge his duty if he declined to listen to, or call for, information tendered by the accused, which went directly to,

negative the charge against him. But, if the evidence was of a nature which, if adduced and believed, would still leave the accused under such a degree of suspicion as would justify his transmission before the Magistrate, then the Police are not bound to delay the inquiry with a view to such investigations.

(b) It is not the duty of the Police to bind over and produce before the Magistrate the witnesses for the defence. Sections 170 and 173 refer to witnesses in support of the complaint, and it cannot be supposed that the power of detaining witnesses in custody which is given by section 171 was intended to apply to the prisoner's witnesses. Further, sections 211, 244 and 257 assume that, when the case comes on before the Magistrate, the witnesses for the accused will, in general, not be in attendance. A little delay may sometimes arise. But, considering the quantity of irrelevant evidence which prisoners are always anxious to adduce, it is probable that grave inconvenience would arise if the Police were instructed to bind over their witnesses.

Attendance of Witnesses at Stations.

147. Police officers, when enquiring into cases under Chapter XIV, Criminal Procedure Code, should not ordinarily send for persons who appear to be acquainted with the facts and circumstances of cases under enquiry, to the station-house for examination.

It is true that Police officers have, under section 160, Criminal Procedure Code, the power to require the attendance of such persons before them at the station-house. But this should never be done, save as a last resource or when circumstances render it necessary. Police officers should always bear in mind that they are mere detective officers going about, noting (in their note-books) such information as they may be able to obtain with a view to future proceedings; that this will be far better obtained by going from house to house and conversing with the persons in the manner least likely to rouse their fears and cause reluctance to make disclosures that may result in their being obliged to appear before a Court of Justice to give evidence publicly; a public examination at a station-house will always have this effect, and should therefore be avoided as far as possible. Whereas, if the convenience of the people be studied and enquiry conducted in a conciliating and judicious manner, people will more readily disclose what they know. At the same time, it is obvious that private enquiries must be very carefully watched, and men so employed must be closely and constantly supervised.

Production of Post Office Records before the Police.

148. Records of a Post office will be produced and information available in them will be given on the written order of any Police officer who is making an investigation under the Criminal Procedure Code; but only those entries in the records will be disclosed which relate to the person or persons accused of the offence under investigation, or which are relevant to that offence. In any other case the Postmaster will, without delay, refer for orders to the Postmaster-General, who will decide whether or not, under section 124 of the Indian Evidence Act I of 1872, the information asked for should be withheld.

Note.—(1) When the information asked for by a Police officer is not available in the records of the Post office, the Police officer will be informed accordingly, irrespective of the question whether the information, if available, might or might not be given under the foregoing rule.

(2) The application should be made to the Postmaster, by whom all the records should be produced and information given.

Inspection of Records of Criminal Courts by the Police.

*149. Under the authority conferred by section 554 of the Code of Criminal Procedure, the High Court, with the sanction of His Excellency the Governor in Council, has made the following rules for the inspection of the records of Criminal Courts by officers of Police. Copies of judgments and depositions may be obtained when necessary by Superintendents, Assistant Superintendents and Prosecuting Inspectors—*vide* P.O. No. 20 (6) :—

1. Whenever it shall appear to any officer of Police, not below the rank of Inspector of Police, that an inspection of the records of any criminal trial or appeal will facilitate the detection or prevention of crime or is desired for examination of the conduct of Police officers connected with the case, such officer may apply to the Sessions Judge or presiding Magistrate of the Court in which the records are lodged, for permission to inspect the same.

2. The application referred to in the preceding rule shall be made in writing and shall contain a description of the records and shall state the purpose for which the inspection is sought, and the Sessions Judge or Magistrate may grant or refuse the application as he may see fit. If the application is refused, the Sessions Judge or Magistrate shall record the reasons for refusal and shall communicate a copy thereof to the officers of Police concerned. If the application is granted, the Sessions Judge or Magistrate shall make arrangements for permitting the inspection to be conducted in accordance with the next following rule.

3. Every inspection of records under these rules shall be conducted by an officer of Police not below the rank of Inspector of Police; it shall take place within the precincts of the Court in which the records are lodged and in the presence of an officer of the Court who shall be deputed by the Sessions Judge or Magistrate for the purpose, and no record or part of a record shall be removed by the inspecting officer from the precincts of the Court.

Appeals against Acquittals.

149-A. Whenever the District Superintendent of Police thinks that an appeal against an acquittal would be successful, he should promptly send the District Magistrate a full note on the case to enable that officer to decide whether he will address the Government or not.

Dacoity.

150. District officers will understand that, unless precluded by unavoidable circumstances—almost every duty should be postponed to this one in grave cases—they are without delay to visit the scenes of *grave gang robbery*, and in person follow up with their men gangs that keep together, and that they should themselves conduct and supervise the detective operations of the Police and watch the case through the Courts. The best detective agency that the district affords is at once to be detailed, under careful and minute supervision of European officers, on any case that occurs, and that agency is to be changed and added to until detection is secured. No means are to be neglected that are likely to be attended with success.

Robbery by Poisoning.

151. In every case of robbery by poisoning or attempt to commit that offence, full information on the subject will be sent, with as little delay as

possible, so that the papers may be printed and circulated. The utmost publicity is required, and it is of great importance that the intelligence should be circulated with the least possible delay. The importance of great vigilance in respect to this offence must be impressed on all ranks of the Police force.

Forgery or fraudulent use of Stamps.

152. It being desirable that the Government should be promptly informed of the forgery or fraudulent use of stamp labels and stamped papers, Superintendents of Police should report immediately to the Inspector-General any instance of forgery or fraudulent use of any description of stamps, whether General, Judicial, Postal or Telegraph, coming to their notice. Such reports should invariably be accompanied by full particulars as to the nature of the forgery or fraud perpetrated, and, if possible, by specimens.

Gambling Houses.

153. Keeping a disorderly house—the resort of disreputable characters, and persons without ostensible means of livelihood—is an offence bringing the premises under the *surveillance* of the Police: but the Police must not interfere with the ordinary recreations of the people, even although they involve games of hazard.

Note.—The above applies to places other than those brought under Act III of 1880. In municipal towns, and in places brought under Act III of 1880 (Towns Nuisances Act), the Police have special powers under this head.

Section II.—Persons.

Arrests.

154. *Without Warrant.*—(a) There are only two classes of cases in which a person can be arrested without warrant: first, by the Police in the manner pointed out by sections 54, 55, 57 and 151, Criminal Procedure Code, and second, by the Magistrate under sections 64 and 65, Criminal Procedure Code. In all other cases, the arrest must be upon warrant.

Note.—It is not within the competency of a Police officer in charge of a station-house to summon before him any person accused of an offence. The only manner in which the attendance of such a person can be enforced is by arrest, and, without an arrest, the attendance or detention of an accused person cannot, under any circumstances, be compelled. It is, therefore, to be understood that, whenever an accused person is sent for and made to attend at a station-house, or his attendance is enforced while a local enquiry is proceeding, he is to be considered as having been arrested, and to be entered in the returns accordingly.

(b) The orders which a Magistrate may issue on Referred Charge Sheets may be orders directing further inquiry, production of evidence, and, if necessary, the putting up of the case before himself for further disposal. The Criminal Procedure Code does not sanction arrest of any one without a warrant, unless upon the personal belief of the Police that there is ground for suspicion against him, and the orders of a Magistrate are not a substitute for such a belief, unless in cases under sections 64 and 65, Criminal Procedure Code.

155. *In adjacent districts.*—Police officers proceeding into adjacent districts, under the provisions of section 58, Criminal Procedure Code, will invariably communicate with the nearest Police station of the district entered,

before proceeding to make arrest, unless some wholly unavoidable obstacle presents itself. They will then be accompanied by a Police officer of the district to assist in apprehending the offender. Prisoners and property will invariably be taken to the nearest station-house after arrest. Arrests effected under such circumstances will be reported to the Magistrate of the subdivision in which they are made, under section 62, Criminal Procedure Code.

156. In Nuisance Cases.—It is lawful for Police officers to arrest persons committing petty nuisances in their presence in towns in which the Towns Nuisances Act, III of 1889, is in force ; but they should be discouraged from doing so, and should preferably be guided by the procedure laid down in section 57 of the Code of Criminal Procedure. In municipal towns, the Police will be guided by the Towns Nuisances Act.

157. In foreign territory.—No arrest can take place in foreign territory without a warrant, and the warrant must go through the regular channel. The proper course to pursue when such a person has taken refuge in foreign territory, is to report it to the Magistrate of the district, in order that the necessary warrant may issue and the usual step may be taken to procure extradition.—*Vide* also P.O. No. 50 (d).

At the same time, in the case of any grave criminal taking refuge in foreign territory, it may frequently be advisable for the Police officer to go to the head of the Police of the place where the fugitive is, and state all the circumstances, in order that the Police of the territory may be warned to keep an eye on the criminal, until the proper forms have been complied with.

Under section 58 of the Code of Criminal Procedure, a Police officer may pursue into any place in British India any person whom he is authorised to arrest ; and this may be done beyond the limits of British India, if the offender is a European British subject or a Native Indian subject of His Majesty. In other cases warrant of arrest should be obtained and extradition applied for, if necessary.

158. Of Railway officials.—(a) Police officers entrusted with warrants for the arrest of Railway officials, will first carefully enquire if danger or grave inconvenience will be caused by immediate arrest. If this seems at all likely, precautions will be taken to prevent escape, and arrest will be deferred until the official has been duly relieved, for which purpose application should at once be made to the proper quarter.

The same procedure will be most carefully observed in the case of arrest of a Railway official without warrant.

(b) In order to facilitate the above procedure, it will be advisable that two Police officers should be employed, if possible, in effecting the arrest of Railway officials.

159. Of Deserters.—Any person reasonably suspected to belong to His Majesty's Army or Navy and to be a deserter or improperly absent from his duty, may be apprehended by a constable, and shall be at once taken before the nearest Justice of the Peace.

Note.—Deserters from foreign men-of-war cannot be apprehended and delivered up to the foreign Government concerned, and no assistance should be given by the Police for their recovery. In respect, however, of foreign sailors of ships of war merely out-staying their leave, the case is different, and there is no objection to the Police making enquiries with a view to the discovery of missing men and to reporting the result to the captains of the vessels concerned ; but assistance of an active kind cannot be afforded, and no force whatever should be used to make the men return to their ships.

160. Of Soldiers.—(a) In the event of the arrest by the Police of soldiers, British or Native, charged with the commission of an offence, intimation of the fact will be given, as early as possible, to the Officer Commanding the regiment to which the men arrested belong, so as to enable him to adopt in time any measure he may think necessary for their defence.

If a person, subject to the Indian Articles of War (Act V of 1869), is charged with an offence, and if the offence be one which cannot be tried by a Court-Martial under the Articles of War, or if, although so triable, the Military authority decides not so to try the offence and the surrender of the person of the accused is desired by the Civil authorities, a requisition should be addressed with that object to the Military authority by the senior executive Police officer present in the station. In the case of a non-cognizable offence the Police officer making the requisition should obtain a warrant signed by a Magistrate. The requisition should ordinarily emanate from a Police officer not below the rank of Assistant Superintendent of Police.

(b) Police officers should not enter barracks with the object of enquiring into a case without the cognizance of the Military authorities, but should summon Military witnesses (section 160, Criminal Procedure Code) to attend the investigation, such summons being sent (section 72, Criminal Procedure Code) to the Commanding Officer with a covering letter.

161. Arrest Report.—Arrest reports are to be sent in Form No. 57, Volume II, as soon as possible after the arrest of the person referred to in the report, to the Sub-Divisional Magistrate, who will communicate all cases of importance to the District Magistrate. Quarter-anna stamps necessary in cases where arrests are reported by post will be obtained from the District Magistrates and supplied to stations. No reports need be sent to the Magistrate of persons arrested by officers of the Salt and Abkari department and produced before the Police to be released on bail; nor should a search be made of persons so arrested.

162. Execution of Warrants.—(a) When a warrant is returned executed to a Magistrate's Court, the Police officer returning it will endorse on the warrant "Executed by the individual being arrested at (name of place) at —(hour) on the —day of— and produced before the Court of the —Magistrate at —(place) at —(hour) on the day of—."

Note.—The date, hour and place of arrest by the British Police of persons who may be extradited to the Travancore State should be noted on the warrants and the entry initialled by the officer effecting the arrest.

(b) All unexecuted warrants will be returned to the Court that issued them through the office of the Superintendent or Assistant Superintendent. These officers will exercise the most vigilant supervision, and will tolerate no light excuse for the non-execution of a warrant. The death of the person named or other cause rendering its execution impossible can alone justify returning a warrant unexecuted.

Note.—These remarks apply to warrants issued in grave criminal cases, and not to warrants issued in petty cases.

(c) Station-house officers will prepare and transmit monthly, through their Divisional Inspectors, to the Superintendent or Assistant Superintendent, as the case may be, a statement of the unexecuted warrants, in Form No. 58, Volume II, in their respective jurisdictions, with full explanation regarding those remaining unexecuted.

163. Issue of Warrants in Cognizable Cases.—The Police should exercise their discretionary power of arrest *suo motu*, whenever escape from justice or inconvenient delay might otherwise occur, but they should obtain the sanction of the magisterial authority before interfering with personal liberty, whenever the circumstances of the case render this course desirable.

Note.—For example, a wealthy zamindar is accused of abetting a riot. The Police see reasonable ground to suspect that the charge is true, but the accused will not abscond and they should seek the sanction of the Magistrate before inflicting the indignity of arrest. The Magistrate can proceed by summons if he thinks fit.

When accused persons abscond, a warrant is most useful. A Police officer armed with a warrant commands the ready assistance of all authorities throughout the country far more strongly than when acting *per se*.

Custody, Confinement, etc., of Prisoners.

164. Custody.—(a) When a person is arrested, he will be at once taken to the nearest station-house; if more than one march distant, the halts should be made at village choultries. A prisoner is never to be taken to a private house.

(b) No prisoners in charge of the Police will be permitted to leave the lock-up after nightfall, except under special and emergent circumstances which will always be noted in the report. Care will be taken that food is given them before that time.

164-A. Where an under-trial prisoner has been admitted by the Court as an approver, he must be kept separate at all times from other prisoners concerned in the same case, and all communication between them shall be prevented.

165. Confinement.—Under-trial prisoners passing through a station on the march, should be put into the under-trial ward when there is one.

Note.—Prisoners in the custody of the Police, before being produced before a Magistrate, are at liberty, at any time of the day, to see a pleader—due precautions being taken against escape. The access to prisoners in jails by pleaders is a matter for the officer in charge of the jail to decide.

166. There is no provision of law which authorizes the removal of an under-trial prisoner from one place of confinement to another for the purpose of procuring his identification and the Government consider it most undesirable that such removal should be permitted. If the Police have grounds for believing that an under-trial prisoner is an old offender, they can request the jail authorities to send a warder or other Jail officer to the place where the under-trial prisoner is confined, or they can move the Court to summon any person who is believed to be cognizant of the prisoner's previous conviction.

167. Removal.—A prisoner once placed before a Magistrate and remanded, is Magistrate's prisoner, and cannot be removed by the Police for any such purpose as the recovery of stolen property, etc., without the distinct order of the remanding Magistrate or officer acting for him.

168. Confessions.—(a) If a disclosure be volunteered by any person in the custody of a Police officer, he shall, if possible, immediately make a memorandum of the nature of the disclosure in the precise words used by the prisoner. The Police officer should, if possible, read the memorandum over to the prisoner, but he is not to take the prisoner's signature on the paper. The memorandum is to be made with a view to his refreshing his memory

very accurately as to the precise words used, in the event of his being required to give oral evidence of the admissions made, under section 27 of the Evidence Act.

(b) All oppression and trickery in regard to obtaining confessions are to be avoided by the Police under pain of the severest penalties, and the practice of employing private individuals to worm out confessions from accused persons is strictly prohibited. Nothing so clearly shows want of detective tact, talent and resource, and of patient industry in a Police officer as the resort to foul means to obtain confessions. The most ignorant and clumsy can make out a case, if he can torture the culprit till he tells him all about it. True detective talent and sagacity manifest themselves in patient and unremitting industry in weaving round the culprit such a network of undoubted facts and damning circumstances gathered from a variety of sources that he cannot escape.

(c) The Police are directed never to prosecute upon a confession alone however spontaneously given. The only use they should make of admissions made by an accused person is to follow up every clue so given, and to establish every fact and circumstance so indicated from other unquestionable sources. It will then make little odds whether the admission is repeated or not. Frequently, it is far better, when convincing proof can otherwise be produced, not to allude in the judicial prosecution to admissions made before the Police only, but to rest the case entirely on the facts established by other testimony.

(d) Section 25 of the Indian Evidence Act provides that no confession made to a Police officer shall, under any circumstances, be used as evidence against the accused. Section 26 goes further than this, and, in the anxiety of the Legislature to preclude any possibility of undue Police pressure, it lays down that no confession made by any person shall be valid in evidence, if made while in the custody of a Police officer. A saving clause is added with reference to confessions made in the immediate presence of a Magistrate. It is obvious, however, that as soon as the prisoner is produced before a Magistrate, that functionary, and not the Police officer, must conduct all subsequent proceedings and take the statement of the accused. It was never contemplated by the Legislature that section 26 should authorize a Police officer personally to examine and question a prisoner, and thus to elicit a lengthy confession, to be used in evidence, fortifying himself in this proceeding by the mere inactive presence of an ignorant rustic in the shape of a Village Magistrate.

(e) It must be remembered that no confession or admission of guilt made to a Police officer can be used as evidence under any circumstances, barring of course the exception under section 27 of the Indian Evidence Act, and that the pernicious system of attempting to obtain confessions before a Village Magistrate is absolutely prohibited. Such confessions are almost invariably retracted before a Court, and are then accounted as utterly worthless, unless supported by other evidence. The real use of a confession is to enable the Police to obtain evidence of the facts disclosed, and, for this purpose, the presence of a Village Magistrate is not required.

169. Use of Handcuffs.—(a) Handcuffs shall be imposed on unconvicted persons only when, from the heinous nature of the crime with which they are charged, or from their character or behaviour, a fair presumption arises that such restraint is necessary. The use of handcuffs ordinarily and unnecessarily by inferior officers of Police should be discouraged.

Under-trial prisoners are in no case to be handcuffed without the express order of the Superintendent of the jail in which the prisoners may be confined.

(b) Police officers making enquiry under Chapter XIV of the Criminal Procedure Code, will enter in column 9 of the Charge Sheet whether the prisoner was handcuffed or not. The fact will always be noted in the Crime Register and the station-house report.

(c) Whenever a person charged with a bailable offence is handcuffed, the special reasons for so doing should be entered in the station-house report.

(d) Police officers will be severely punished, if prisoners in their custody are subject to needless indignity or harsh treatment. As a rule, persons of good social position who are accustomed to use carts and carriages may be allowed that accommodation, provided that it does not endanger safe custody.

Note.—(1) When prisoners pass from one district to another, the relieving guard will always provide handcuffs so as to enable each district to retain its proper supply. Officers should give notice of the number of handcuffs that will be required.

(2) The names of under-trial prisoners who are handcuffed when taken outside, and the reasons for that measure, together with the order of the Superintendent of the jail, will be entered in a register, Form No. 234, to be kept for that purpose by the head constable in charge of every sub-jail guard.

170. Bail.—(a) A person arrested on a charge of any bailable offence is legally entitled to be enlarged on reasonable bail, if he can furnish it. Any constable forcibly taking a person under arrest to the station when he has expressed his readiness to produce securities and sign the bail bond is actually committing an offence. The Code lays it down distinctly that “the officer to whom the warrant is directed shall take such security and shall release the person from custody.” The proper plan is that the Police officer, who should always, if possible, be the station-house officer or a head constable, should take with him the Bail Bond book. If this is not possible, a form may be taken from the book and the counterfoil entered up on return. If the warrant is not used, the entry on the counterfoil should show this to have been the case and the bail bond form may be destroyed. The same procedure should be followed in cases where any person, other than a person accused of a non-bailable offence, is arrested or detained without warrant by an officer in charge of a Police station.

(b) The attention of Police officers is directed to the provisions of section 513, Criminal Procedure Code. As bail is never to be excessive, neither must the demand for deposit be so. The cash should be sent to the Magistrate with the bail bond.

Evidence required for identification of persons.

171. (a) Cases are often thrown out by Courts in which the proof rests chiefly on identification. This frequently occurs in consequence of neglect on the part of the Police to corroborate the identification. They fail to follow up the account the prisoner gives of himself at the time he is alleged to have been at the scene of the offence; and they fail to produce evidence of his having been seen by others in the near neighbourhood of the place when the offence was committed.

The importance of this kind of evidence should be impressed on Police officers. They should endeavour to show not only that the prisoner is credibly proved to have been on the spot where the offence was committed, but also that he was nowhere else.

(b) (i) When witnesses allege that they recognized certain persons who attacked them or deprived them of their property, a minute description (as given by the witnesses) of such persons should at once be noted by the Police.

(ii) For the purposes of satisfactory identification, when the accused have been arrested, they should (out of the view of the witnesses) be mingled with a large number of other persons, after which the witnesses one by one and independently should be desired to pick out such persons as they recognize.

(iii) The Police should then note if the persons picked out tally with the descriptions of persons given in the first instance by witnesses.

Police aid to Military Courts.

172. (a) When soldiers or others, amenable to the Army Discipline and Regulation Act, have been accused of offences punishable under the Indian Penal Code, and a Military Court of Inquiry is ordered to assemble, it is the duty of the Police to give every assistance in ensuring the attendance of witnesses over whom the Military authorities have no control, or following up clues leading to persons or places to whom the Military could have no access.

(b) Whenever any person, subject to the Indian Articles of War, is accused of any Military offence, and is within the jurisdiction of any Civil, Political or Police officer, such officer shall aid in the apprehension and delivery to Military custody of such person upon receipt of a written application signed by his Commanding Officer.

Prosecution of Subordinates of other departments.

173. When a Police officer finds public property in the possession of a subordinate of any public department under suspicious circumstances, the fact should at once be reported to his superior officer. In such cases, no prosecution should be instituted by the Police without previous communication with the departmental officers or the order of a Magistrate to whom likewise the matter will be reported.

Convicts under sentence of transportation to Port Blair.

174. Superintendents of Police will furnish Superintendents of Central and District Jails with full information regarding the previous history of convicts committed to their respective jails. This applies to fresh convictions as well as to known depredators and old offenders.

Convicts escaped from Port Blair, and returning from Transportation.

175. (a) The Police who have arrested a person upon the charge of having escaped from Port Blair will apply to the Magistrate before whom the accused has been brought for an adjournment to enable them to ascertain whether a warrant has been received from Port Blair for his recapture. Reference should be made to Government, if no warrant has been received by the Police of the district in which the convict has been arrested. And in all cases of escape by a life-convict, the Superintendent of Port Blair or other

Magistrate having jurisdiction, as soon as the fact of escape is known, will issue a warrant, charging him with having committed an offence under section 224, Indian Penal Code, to the Chief of the Police of the province or administration in which the convict is known, or is likely to be found. If the warrant is forthcoming, the Magistrate by whom the case is being inquired into, will decide whether there is any reason why the accused should not be removed in custody, under section 86, Criminal Procedure Code, to the Magistrate at the Andamans who issued the warrant.

(b) The Police will meet every vessel bringing time-expired convicts before it anchors; they should take care that all the convicts are brought up to the Police office and their rolls examined, all deficiencies being carefully filled up. Those who travel to their homes by rail should be seen into the train, their railway tickets being purchased and subsistence allowance given. Those who go by road should also receive subsistence allowance and be seen by the Police clear of the town. Information should be sent to the Magistrates of the districts to which they go and the Magistrates should in turn inform the Superintendents of Police. A small memorandum to be filled in with the convict's roll would be enough to send for this purpose.

Convicts released on Medical Grounds.

176. A convict released on medical grounds is required to report himself to the Superintendent of Police of the district in which he wishes to reside, immediately on release and once in each month thereafter, and not to leave the district without the Superintendent's permission. The conditions to which he subscribes before release are set forth at page 382, Appendix.

Photographs of Convicts.

177. Superintendents of Police should have photographs taken, as soon as possible after conviction, of all Bhamptas and other professional thieves frequenting the different lines of railway in this Presidency, with a view to these individuals being watched and their movements tracked immediately after release.

Note.—(1) It is important that these men should be photographed in their ordinary attire, and not in jail uniform, in which, in many cases, it would be difficult to identify them.

(2) Copies of these photographs should be sent to the Chief Office of the Inspector-General of Police, to the Commissioner of Police, to Superintendents of Police on the lines of railway and, when necessary, to the Police at Poona and Bangalore.

Photographs taken from time to time of railway thieves will be distributed among the Inspectors of the Railway Police for circulation to the Police stationed at railway stations.

Lunatics.

178. (a) Dangerous lunatics should be sent to the Sub-Divisional Magistrates, but not wandering lunatics, unless they are 'at large,' i.e., found at a distance from their own village or neighbourhood, and obviously uncared for and uncontrolled by their proper guardians. Even in such cases, it is not every constable or station-house officer who is to take upon himself to send in the lunatic. Arrest should be made, but it devolves on the Inspector of the division to judge whether the party should be made over to his family (if known)—a report being sent to the Sub-Divisional Magistrate,—or whether he should be sent up to the said Magistrate. See also P.O. No. 52.

(b) Act XXXVI of 1858 does not restrict Police action to the cases of wandering or neglected lunatics: it lays it down to be the duty of the Police Darogah or Inspector to apprehend and send to the Magistrate "all persons believed to be dangerous by reason of lunacy," and to report, for the Magistrate's orders, the case of any person deemed to be a lunatic who is "not under proper care and control"—such proper care and control being quite distinct, as is shown by the words immediately following, from the existence, similarly to be reported to the Magistrate, of cruel treatment or neglect by relatives. When the relations of a dangerous lunatic profess to, but in fact do not, exercise proper care and control over him, the Police are not justified in refraining from taking action, and serious notice will be taken of neglect or carelessness in respect to this matter.

(c) Officers concerned will be held strictly responsible not only for observance of the law, but for the humane and considerate treatment of alleged lunatics. Except on emergency—such as journey from the taluk to the Magistrate's station—lock-ups and subsidiary jails are not to be used for the confinement of persons arrested by the Police as lunatics under section 4, Act XXXVI of 1858. The Medical officer treating any such lunatic shall daily inspect him while in confinement, and shall be responsible that he is properly cared for, restrained and controlled, in communication with the Magistrate who has sent the patient for medical inspection. Such Magistrate shall, further, occasionally meet the Medical officer in his visits to the patient, and shall take down a deposition from him supplementary to the certificate, whenever the observations recorded in the certificate are not full and sufficient.

(d) Criminal lunatics should be confined in Sub-Jails or District Jails according to the stage of the enquiry.

(e) If the Magistrate considers a Police watch to be necessary in the case of a lunatic dealt with under Act XXXVI of 1858, he should ordinarily provide for his safe custody in a jail.

Note.—(1) All charges connected with lunatics, whether for their maintenance in asylums or elsewhere, or for their transport, etc., should be accepted as Provincial charges. The travelling allowance of Police escorts will be borne by the Police department.

(2) Whenever called upon to do so by Magistrates, the Police will obtain and furnish the information required of them for the compilation of the Medical History sheets of lunatics. Superintendents of Police should provide Medical officers of all grades with all accessible information regarding previous occupation of all persons suspected of being, or known to be, insane, and the causes of insanity as alleged by relatives and acquaintances of such persons sent to Medical officers for observation and treatment. Where the papers sent with insanes do not furnish sufficient information regarding the previous livelihood of such persons, Superintendents should apply to the authorities forwarding the lunatics to supply, if possible, what is wanting.

(3) The attention of all officers concerned is drawn to the necessity of abstaining from sending harmless chronic insanes to lunatic asylums unless proper arrangements are made for their maintenance therein otherwise than at the cost of the State. The Medical officer who certifies an insane's fitness to travel to the asylum should also see that he is provided with sufficient clothing to cover the chest and abdomen, and a cumby, in addition, during the cold months. The Magisterial or Police officer who despatches the insane is responsible that the escort is provided with sufficient means to provide such articles as milk, coffee, biscuits, or any suitable cooked food for the use of the insane during his journey to the asylum. In case the insane refuses food or becomes sick he should be taken to the nearest hospital. Every female insane should be accompanied by a female attendant or relative in addition to the usual Police escort.

Proclaimed Offenders.

179. (a) (1) From the register of processes ordered to be maintained in every station under P.O. No. 70, the station-house officer will select the

names of those absconding offenders or men wanted by the Police, who, by reason of their being suspected in important cases, or by reason of being notorious criminals, or for any other cause, require to be "proclaimed," and will submit to the Head-quarter office in Form No. 234-A, Volume II, the descriptive rolls of such persons. These rolls will be forwarded, both in English and in the vernacular, to the Chief Office for publication in Part III of the Police Gazette.

(2) In the event of arrest of any such person whose descriptive roll has been forwarded to the Chief Office for publication, immediate intimation of the arrest should be given to that office.

(3) From the Police Gazette the Superintendent should, in addition to the proclaimed offenders of his district, make a selection of all criminals likely to be found in his district, *e.g.*, men from neighbouring districts and wandering foreigners who are likely to visit the district, also of all persons in his district for whose arrest a warrant has been issued for over thirty days. The names of all persons so selected will be published in a separate sheet as a supplement to the Police Sheet of the District Gazette in Form No. 234-A, the supplements being numbered and paged consecutively. These supplements, which will be called "A" lists, will be detached from the Police Sheet, and a separate file of them maintained at each station.

(4) Of the men published in List A, a list of those who have been arrested during the previous month and of those who need not be arrested (warrants having been returned, etc.), should be published in the Police Sheet itself (not separately like the A List) in Form No. 234-B, Volume II. This list will be called List "B." For the preparation of this list, the Police Gazette as well as the reports of the local Police will be the guide.

(5) From the A List published in the Police Sheet Inspectors should prepare for each station in their charge a manuscript list in Form No. 234-A, of proclaimed offenders likely to visit the limits of that station and this list should be hung up on the station notice-board. It is only the names of these proclaimed offenders that need be taught to constables.

(6) Both the lists, printed and manuscript, should be kept up to date by striking out the entries of men who are reported to have been found or to have died or to be no longer wanted. No name is to be removed unless it appears in the B List in the Police Sheet.

(7) After the publication of a notice for the arrest of an offender in List A, the Police should continue to take all necessary measures for his apprehension until a further notice reporting the actual arrest is published in List B. No attention should be paid to newspaper reports of capture which are sometimes incorrect.

(8) Inspectors will be responsible for seeing that the lists are kept up to date.

(9) Once a year, about January, the Superintendent should cause a fresh and up-to-date consolidated A list to be published in the District Gazette. All previous A and B lists will then be cancelled.

(6) When applying for proclamation under section 87, Criminal Procedure Code, the Police may also ask for the attachment of property under section 88, Criminal Procedure Code, and this should ordinarily be done.

(c) The Police are the proper parties to advise the public of the offer of a reward by the Magistracy for the apprehension and conviction of any offender. They will constantly remind the heads of villages and village watchers of these incentives to activity.

Known Depredators, Suspects and Criminal Gangs.

180. (a) In the district administration report, a point for special notice is the number of persons on the Police registers who have been convicted during the year. The number of 'known depredators' and of 'suspected characters' should be separately shown. This information will be obtained annually from Inspectors with the other information required for the administration report.

(b) (1) The names of known depredators who have passed out of view will be published in the vernacular editions of the Police Gazette in Form No. 59, Vol. II. The slips should be in the vernacular in Form No. 60-A and should be sent to the Assistant Inspector-General within one month of the disappearance of the known depredators in question.

If the absconding person is likely to have gone to a district where a different vernacular is spoken, a separate slip should be sent in that vernacular. This will, when necessary, be obtained from the district to which he is likely to have gone.

Note.—Descriptive rolls of suspects should not be sent to the Chief Office.

(2) Superintendents should see that the description of a known depredator who has passed out of view is sent to each Police station within the limits of which any of his relatives reside. This should be done immediately by the station-house officer in Form No. 60-A. If, by reason of a different vernacular, the station-house officer cannot furnish the descriptive slip, a roll in English should be sent to the Head-quarter office of the district to which it should be sent, and there it can be translated and the vernacular copy sent on to the station concerned.

(3) When a known depredator passes out of view the station-house officer should regard the absent known depredator as an escaped prisoner and strive as hard to discover his whereabouts as if a warrant had been issued for his apprehension. Good work done in tracing out absent known depredators will be rewarded by promotion and by money rewards; indifference and apathy, on the other hand, will be severely punished. A large number of known depredators out of view will be regarded in much the same light as a large number of unexecuted warrants.

181. (1) The Police are specially interested in watching the following classes :—

- (a) Known depredators.
- (b) Suspected persons.
- (c) Foreigners, vagrants, professional poisoners and criminal gangs.

(2) The Police should also specially watch houses of bad repute. These houses fall under the following classes :—

- (a) Toddy shops and arrack shops, where there is reason to suspect that thieves resort.
- (b) Brothels in cantonments and elsewhere.
- (c) Houses of receivers of stolen property.
- (d) Gambling houses.

(3) As regards persons, the following persons are included under the different classes mentioned above :—

(a) (i) All persons convicted under sections 395 to 402 of the Indian Penal Code.

(ii) All persons who have, or might have, been punished under section 75, Indian Penal Code, unless, under the special order of the Superintendent, his name is omitted.

(iii) All persons returned from transportation for offences under Chapters XII and XVII of the Indian Penal Code.

(iv) All persons once convicted under any section of the Indian Penal Code, who are considered to be dangerous and likely to commit other grave offences.

(b) Suspected persons not actually convicted, but *bonâ fide* believed to be addicted to crime.

All the above-mentioned persons are registered in the following classes :—

(I) Thugs, professional poisoners and dacoits.

(II) House-breakers and robbers.

(III) Receivers.

(IV) Thieves.

(V) Vagrants, coiners and suspected persons.

(c) (i) *Foreigners*.—Natives from outside the Madras Presidency who are passing through or who take up a permanent residence in this Presidency.

(ii) *Criminal gangs*.—Gangs of at least five male members who are either proved by their convictions to be criminals or are reasonably suspected to be addicted to crime.

Such gangs may be either *permanent*, i.e., gangs which remain in one district, or *wandering*, i.e., gangs which wander from district to district.

(4) As regards houses of bad repute, no explanation is necessary regarding them except as regards (d) gambling houses. Such houses fall under Madras Act III of 1889, where this is in force, and special powers are given in that Act to the Police in connection with these houses.

182. The various classes of bad characters mentioned in the previous order are registered at each Police station in the manner detailed below :—

Register of Convictions—Book I, Form No. 60, Volume II.—(a) All persons convicted under Chapters XII and XVII of the Indian Penal Code of offences for which a punishment of three years or upwards is prescribed, will be entered in this register (Book I) immediately on conviction. Second and subsequent convictions for offences of the nature herein specified will also be entered in the register in proper order as the convictions occur.

(b) The following notes should be most carefully attended to :—

Note.—(1) An entry will be made in red ink in column 9 of the book of the numbers and names of such Police officers as can, from their own knowledge, either from having been in the Court when the sentence was pronounced or otherwise, testify to the fact of conviction.

(2) Against the names of convicts in respect of whom a $\frac{\text{P.R.}}{\text{T.}}$ slip (Form No. 18,

Vol. II) has been sent to the Superintendent of the Jail (*vide* P.O. 184-A), the words $\frac{\text{“ P.R. ”}}{\text{T.}}$ lip, dated ,” should be noted in red ink in column 10.

The dates of release of convicts from jail, also of their return to their villages should be entered in column 10. If a convict does not return within a reasonable time, the fact must be reported to the Superintendent, and steps taken to trace him. In column 4 the name of the jail as well as the number of the convict should be noted. This information can be obtained from the monthly release lists furnished by the Jail department.

(3) The Conviction Register must be carefully checked with the Crime Register. Inspectors will certify in their diaries that they have done this when inspecting stations, and Assistants and District Superintendents in their Weekly Reports. Deputy Inspectors-General will take special notice on their tours of inspection that the rules on this subject have been observed.

(4) If a person convicted in one station belongs to a place in another station limits, his conviction should be registered at both stations, the former sending to the latter a slip in Form No. 60-A containing the required particulars with the page number of the entry in its Conviction Register noted thereon. The latter, after registering the conviction, will return the slip with similar information as to the number of the page. At both stations will be noted underneath the name of the individual in column 4 of the Conviction Register, the name of the other station and the number of the page on which conviction is recorded, the words 'convicted at' being entered before the name of the station in this column in the register of the station to which the person belongs.

(5) Convictions of persons who have no particular fixed place of residence should be registered at the station where the case was prosecuted.

(6) If a convict, after release, goes to live in another station limits, information that he was convicted should be communicated to the Police of the place to which he has gone, in Form No. 60-A, and his name entered in the Conviction Register at the latter station.

Information regarding the conviction of a man at one station who belongs to a village in the limits of another station should be communicated through the Inspector of the division, or, if the stations belong to different divisions, through the Inspectors of the respective divisions.

(7) It must be noted that, under P.O. No. 183, all persons, who are convicted a second time of offences under Chapters XII and XVII of the Indian Penal Code are registered in Book II, and that, as, in Book I, column 11, all persons registered in Book II are noted, it is unnecessary to register any except the first conviction in Book I against the first entry. Subsequent convictions are entered as they occur in serial order as complete fresh entries, and against each in column 11 will be entered the reference to Book II where the full history of the convict will be found.

(8) In regard to information required for columns 6, 7 and 8 of Book I in cases where prisoners have been convicted by Magistrates on complaints taken direct without the intervention of the Police, Superintendents should instruct Inspectors in such cases either to get a constable to visit the jail in which such prisoners are confined and get the particulars in this way, or, in case of short sentences when the prisoners leave the jail before information can be obtained, direct head constables to get, where possible, the information from the released convict in his home and note it down for information and entry in Book I.

(9) The names of persons, registered in Book I, who have died, will be removed from the register by drawing a red ink line diagonally across the entry. If such persons have been measured or if their finger impressions have been taken, the death will be reported by the station-house officer to the Head-quarter office and the latter will communicate it to the Finger-print Bureau in the Chief Office with a view to preventing an unnecessary accumulation of roll cards.

The names of persons who have only been once convicted will be struck off the Conviction Register, Book I, after a period of fifteen years from the expiry of the sentence. This will be done by Inspectors.

(10) In every station the station-house officer will prepare and keep up to date a list for each of the station beats, showing the names and residences of all persons registered in Book I who reside within that beat. He will see that the existence or demise of each of these persons is ascertained once a year, by himself or by the beat constable under his orders, and will note the fact and the date in the beatwar list.

(11) When the death of a convict is ascertained the fact will be communicated in Form 60-A to all stations to or from which information regarding him has already been communicated under note (4) or (6).

Not much room will be required for entries in Book I, as every person, whose movements it is desirable that the Police should watch, will be entered in Book II, and it is to that book that reference must be made for a bad character's history.

An alphabetical index of names in the vernacular according to the vowel and stem-consonantal series should be maintained in the Conviction Register, a few pages being set apart for the purpose at the commencement. In the case of natives the arrangement should be by personal names combined with house or family names when such are used. In the case of Europeans and Eurasians, surnames should be used. In all cases the father's name should be given in a second column. Prefixes such as *Para*, *Odda*, etc., which merely indicate the caste, should never be used in the alphabetical arrangement.

183. Register of Known Depredators and Suspects—Book II, Form No. 61, Volume II.—(a) This is purely a confidential document kept at every station containing the names of—

(i) all persons convicted under sections 395 to 402 of the Indian Penal Code;

(ii) all persons who have, or might have, been punished under section 75, Indian Penal Code;

(iii) all persons returned from transportation for offences under Chapters XII and XVII of the Indian Penal Code;

(iv) professional poisoners;

(v) persons once convicted under any section of the Indian Penal Code, who are considered to be dangerous and likely to commit other grave offences; and

(vi) suspected persons not actually convicted, but believed to be addicted to crime.

Note.—(1) Entries under (i) and (ii) of the above heads will be made immediately on conviction, a note being made in red ink that the convict is in jail, and those under (iii) directly the person returns from transportation.

(2) The sanction of the Superintendent (if necessary, through the Assistant Superintendent) should be obtained on Form No. 60-A for all entries under heads (v) and (vi) and the date and number of the order recorded in red ink against each name. The desirability of bringing all suspicious persons on to the registers should at the same time be kept steadily in view, in order that Book II may form a complete record of the criminal population of the Police station.

Persons bound over should always be registered as suspects. Known depredators and suspects must also be entered in Book II even although already entered in Gang Register.

(3) The names of juveniles discharged from the Reformatory, should on no account be published as known depredators. In the case of juveniles who have been registered as K.Ds. and who are subsequently sent to the Reformatory, while their names should be retained on the K.D. list, it should be specially noted against the entry that they have passed through the Reformatory. If they do not return to their villages, no notice should be taken of the fact. If they do return, beyond noting the fact of their return in the book, nothing should be done, and the Police of every station should be strictly warned that on no account are they to treat them as suspected characters. They should not be interrogated or closely watched. Of course, if they again commit crime they should be again treated as K.Ds., but, until they again relapse into crime, they are to be treated as honest persons and absolutely left alone by the Police. Of course, if any returned Reformatory boy is suspected of committing crime, he must be watched just as any one else suspected would be, but he is not to be treated as a K.D., until he has been again convicted. It is of great importance that the Police should be fully instructed in the matter, and a copy of this order should be hung up in every Police station. Superintendents should see that, in all cases where a sentence is commuted into an order for detention in a Reformatory, the station from which the prisoner comes is at once informed of the fact and orders given to note the fact in the register, if the prisoner is a known depredator.

(b) The following instructions will be observed in writing up this register :—

(1) Four pages will be allotted to each known depredator or suspect. The first will contain his convictions, the second his criminal history and connection with crime, and the third and fourth his movements.

(2) Each page will be filled up in the following manner :—

First Page.—I. Column 6.—The year should be under the age, thus ³⁶1891.

In column 7 it should be stated whether the man has been measured or his finger-prints taken under the rules, and, if so, the date should be given.

In column 8 it should be carefully noted against each relative's name whether he or she is a known depredator or not, and if he or she is, the page of the book in which he or she is registered should be entered in red ink. It is important to have this information carefully registered.

II. Column 10 will be written thus—457,380.

Nattam Station Crime No. $\frac{76}{1890}$; with — and — broke into the house of — at — on 6-5-90 by making a hole in the wall and stole jewels and cash worth Rs. 70. Convicted and sentenced to four months by — Taluk Magistrate, Cal. No. $\frac{35}{1890}$.

Second and subsequent convictions will be entered across half the page from left to right, beginning at the eighth column. Each entry should be separated from the one below it by a thick ruled line, and care should be taken that the dates are entered distinctly in red ink. This will render the check of the register easy.

Note.—(1) Whenever an order is passed by a Court under section 565, Criminal Procedure Code, directing that a known depredator shall notify his residence and any change of residence, a note thereof with the date of expiry of the period during which he is bound so to notify should be made in *red ink* immediately after the entry of the particulars of conviction in the case.

Against the names of prisoners in respect of whom a $\frac{P.R.}{T.}$ slip (Form No. 18,

Vol. II) has been sent to the Superintendent of the Jail (*vide* P.O. No. 184-A), the words $\frac{P.R.}{T.}$ slip, dated —, should be similarly noted in red ink immediately after the entry of the particulars of conviction in the case.

(2) The numbers and names of at least two constables who can prove previous convictions should be entered under each sentence in red ink, and a reference made to the volume and page of Book I where the conviction is entered.

Second Page.—This page contains four columns. Columns 1 and 3 will contain the dates of all entries made in columns 2 and 4, respectively, and great care must be taken to keep the date columns regularly filled up. Column 2 will contain all cases the K.D. is suspected in, whether arrested and charged and released or not; each case should be definitely given and reason for suspicion carefully entered, the character of crime and the locality of it carefully noted. Column 4 will record all the following particulars and every new fact should be carefully entered with date. Great care should be taken not to enter mere vague suspicions which cannot be verified. (1) The part of the country wherein he operates; (2) his associates for purposes of crime; (3) whether he possesses any property; (4) how he earns his living; (5) in whose employment he works; (6) how much he earns; (7) the number of people he has to support; and (8) if any others of the household work, how much they earn, etc. The first entry should contain all that is known under the above headings, and, whenever there is any change in any of the facts recorded, the change should be entered and the facts dated.

Orders to give security under the preventive sections of the Criminal Procedure Code should invariably be entered in columns 1 to 4 of this page. Such orders should not be entered in Book I as the provisions of section 75, Indian Penal Code, cannot apply to the case of persons ordered to give security.

Third and Fourth Pages.—The third and fourth pages will contain three columns, and it is to be particularly noted that every entry here is to be dated carefully. The entry in column 2 will show all the movements of the known depredator or suspect, the date and hour he leaves his village, where he goes and for what purpose, and the date and hour of his return.

Movements of the registered criminals must be carefully watched and recorded, so that material may be obtained for deciding whether each individual is leading an honest life and for proceeding against him under the

preventive sections of the Criminal Procedure Code if that course is shown to be necessary. It is to be noted that it is only movements that are suspicious that are to be returned. If a known depredator is absent from his house for the daily work, or if a known depredator regularly attends a neighbouring market, his absence at such market or on his daily work need not be noted.

If a known depredator leaves his range for another range, the station-house officer of the range to which he has gone should be at once informed direct by means of Form No. 60-A, or by wire, if necessary. If a known depredator disappears, and it is not known where, the Superintendent of the district should at once be informed and the date of the report written must be invariably entered in column 3 of the page. The movements by rail westward from this Presidency of all suspicious characters should be reported to the Superintendent of Police, Great Indian Peninsular Railway. The information should in these cases also be sent in Form No. 60-A.

On return from an absence the known depredator will be questioned as to the purpose of his absence and his story tested, a note being made of its truth or falsity in column 2 of the page. On the death of a known depredator the word '*Died*' with date should be entered both in Book I and Book II against the name in red ink.

Note.—All that can be ascertained of a known depredator's life must find a place in Book II; the distinguishing marks of a known depredator should be checked with the jail release lists and altered in accordance therewith.

The register is to be kept written up to date. New marks through accidents, marriages or other connections and deaths of relatives, acquisition or disposal of property, changes in the mode of livelihood are all to be noted at once in their proper places.

(c) Superintendents should notice that under section 11, clause 12, Regulation XXIX of 1802, karnams in permanently-settled estates shall keep registers of strangers and that such registers shall be open to the inspection of Police officers. This register is almost out of use, and it is difficult to enforce it; but in communication with the Collectors of districts whatever is possible should be done to ensure their being regularly kept. Under Regulation XI of 1816, sections 8 and 9, village heads are bound to reciprocally communicate information which they may receive of offences committed, or of gangs of robbers, or of suspicious persons having entered their villages, and they are also bound to report to the Police the arrival in their village of suspicious strangers and all information they may be able to collect about such persons. Superintendents should see that this is done and report village heads who do not follow out the orders laid down.

With the District Magistrate's sanction, the Superintendent might make a list (he can easily do this from his Inspectors) of the villages in each taluk where known depredators reside, and of the villages where, it is suspected, suspicious strangers often meet. The District Magistrate might then be asked to make the village heads of these villages keep registers showing (1) when any known depredator left his village and when he returned, and (2) when any suspicious strangers came to the village and how long they stayed. If a few villages were taken in this way in each taluk, it would be possible to check in some degree whether the village heads were doing their work properly. A rule that everywhere such registers are to be kept is merely disregarded and disregarded with perfect impunity as the village head has only to deny that he had anything to record and no one can prove

he is wrong. If a few villages are taken, it may be possible to detect the village head omitting to do his duty and get him punished.

Registers regarding known depredators should of course be kept confidentially by the Village Magistrates.

(d) The form of index, given in Volume II, No. 62, will be used in the Register of Known Depredators and Suspects.

Note.—(1) When a known depredator is in jail or has passed out of view, the letters J. or O.V. should be entered opposite the name in red ink. When he has returned, the entry should be neatly scored out.

(2) The name of a known depredator ordered, under section 565, Criminal Procedure Code, to notify his residence and change of residence, should be underlined in red ink.

(3) Whenever a released convict ordered, under section 565, Criminal Procedure Code, to notify his residence and change of residence, gives notice of his residence or change of residence, he will be furnished with a certificate in Form No. 62-A, Volume II.

(i) A person entered in the index under one class will be transferred on conviction of a graver offence to the appropriate class, and the entry in column 3 of Page 1 of the register altered.

(ii) Under Class III should be shown both persons convicted of receiving stolen property under sections 411 to 414, Indian Penal Code, and persons who, though never convicted, are known to be regular receivers.

(iii) Great care must be taken that the same individual does not appear under more than one class.

(e) *Removal of names from the Register.*—Under the orders of the Superintendent alone, which will be passed on Form No. 60-A received from the station-house officer, names of known depredators and suspects (Book II), whose conduct and mode of life render it unnecessary that they should be regarded with suspicion, will be struck off the registers in accordance with the following rules, the period of surveillance being proportioned to the character of the offence and the number of convictions outstanding against the same person.

(i) *Class I (Thugs, professional poisoners and dacoits).*—Names will not be struck off until after the expiry of at least ten years from date of last release.

Class II.—House-breakers and robbers.

Class III.—Receivers.

{ Names must remain on the active list for at least five years. If more than two convictions, the time will be extended to at least ten years.

Class IV (Thieves).—With two convictions, names will be retained for at least three years; with more than two convictions at least five years.

Class V (Suspects).—After the expiry of three years from date of registry, the necessity for retaining any name will be considered and the orders of the Superintendent obtained for removal or retention.

(ii) Under the orders of the Superintendent, the names of known depredators who have died will be removed from the register. If, by reason of infirmity or old age, any person falling under the above classes is believed to be incapable of committing crime, orders of the Superintendent will be requested to remove the name from the register. The requisition for orders of removal will be made in Form No. 60-A. Superintendents should look upon the correct maintenance of the register as one of the most important parts of their duties and check very carefully the work of the Inspectors with regard to it.

(iii) Inspectors will be held answerable for the correctness of K.D. registers, and, in every case in which the name of a person is struck off, the number and date of the Superintendent's order must be stated after the entry in the register.

(iv) The above periods are given merely as suggestions and Superintendents must consider each case on its merits before deciding to retain names in, or strike them off from, the register.

183-A. *Rules and Orders under section 565, Criminal Procedure Code.*—The rules issued by the Government under section 565 (3), Criminal Procedure Code, will be found printed on page 383, Appendix. A copy of these rules in English and the vernacular will be hung up in all Police stations. A list will also be hung up of persons against whom an order under section 565 (1), Criminal Procedure Code, has been passed. This list will, in addition to the names of such convicts, contain dates of their release, periods for which to notify and, on receipt of release lists, villages notified.

Instructions to be observed in connection with the working of the rules under section 565 (3), Criminal Procedure Code, are also given in the Appendix, below the rules.

184. Police officers must bear in mind the difference between known depredators and suspects. The former are registered convicts, the latter are merely suspected by the Police. The fact of their being entered in the register, Book II, must on no account be published. Such entries as 'measurement,' 'particular marks,' etc., need not be made in the case of 'suspects,' except from general observation.

If a known depredator or suspect goes to live in another station limits, an extract from the register in Form No. 60-A will be sent to the station-house officer through the Inspector; and if the station-house officer finds that the person mentioned in the extract has really come to live within the limits of his station, he will enter him in his register, note the number of the page on the extract and return it to the station whence it came. A note can then be made in Book II at the first station that the individual has been taken on the register at the new station. This note will be made in column 3 of Pages 3 and 4 as directed in P.O. No. 183.

184-A. All prisoners belonging to the criminal tribes, as well as all dangerous convicts who are likely to revert to crime on release and who are foreigners to the province in which they are sentenced, should be transferred two months before their release (1) to the jails of their native districts in the case of prisoners who are natives of other British provinces and (2) to the jails of the British districts nearest to their homes in the case of prisoners who are natives of Native States. Such cases will be intimated by the Police who will adopt the following procedure for the purpose:—

Whenever a person who is a native of a British province other than Madras or of any Native State is arrested in this Presidency, a reference should at once be made to the Finger-print Bureau in the Chief Office giving information as to (1) name of the prisoner; (2) father's name; (3) name of village, Police station, and district to which he says he belongs; and (4) age, height and personal marks of identification, with any other useful information that may have been elicited by the Police. The Bureau will, if necessary, make a reference to the Bureau of the Province or State concerned.

The reply from the Bureau will enable the District Superintendent of Police making the reference to determine whether the prisoner, if convicted, should be transferred or not. If he decides in the affirmative, intimation of the desirability of the transfer of the prisoner will, as soon as he is convicted, be given to the Superintendent of the Jail in the duplicate of $\frac{P.R.}{T.}$ slip, Form No. 18, Vol. II. The triplicate will be sent to the District Superintendent of Police of the district to which the prisoner belongs for that officer's information.

Note.—(1) Rules relating to the removal of prisoners from one province to another are published at pages 100 and 17 of the Police Gazettes, Part I, dated 8th October 1904 and 25th February 1905, respectively.

(2) Chapparbands, the coiners of the Bijapur district of the Bombay Presidency, who may be convicted in this Presidency will invariably be registered in Book II and brought under the operation of this order and a $\frac{P.R.}{T.}$ slip should in each case be furnished to the Superintendent of the Jail concerned. In a case in which a chapparband claims to be a native of any district other than Bijapur, his true place of residence will be ascertained and noted in the $\frac{P.R.}{T.}$ slip.

185. (a) Superintendents of Jails are required to send to Superintendents of Police of the districts in which the jails are situated, before the 15th of each month, a list of prisoners to be released during the next ensuing month and a similar list to the Superintendent of Police of the district in which the prisoners' homes are situated or in which they may have been convicted. In the latter case, the Superintendent of Police should, on receipt of the jail list, give information regarding the release to the Superintendent of Police of the district in which the prisoners' homes are situated.

Note.—(1) In addition to the list to be sent before the 15th, Superintendents of Jails will, if necessary, send a supplemental list containing the names of prisoners admitted after the 15th of each month and who will be released during the next ensuing month.

(2) Whenever there is delay in the receipt of release list from jails, the matter should be reported to the Inspector-General of Police who will bring it to the notice of the Inspector-General of Prisons.

(b) Extracts from release lists will be communicated by Superintendents of Police through Divisional Inspectors to the stations within whose limits the prisoners' homes are situated, and station-house officers will, after a reasonable time, return these extracts through their Inspectors, noting thereon whether the prisoners referred to have returned to their homes or not.

Superintendents should also be very particular to see that the return of a known depredator to his home from jail is entered without delay in Page 3 of Book II.

(c) *Shadowing of ex-convicts on release.*—All convicts released from jails should not be treated alike and cannot be shadowed on release. It is only the more serious and the more dangerous criminals and criminals whose movements are uncertain that require to be kept in careful view from the moment of their release. Broadly speaking, all leaders of crime, regular criminals belonging to the criminal classes or wandering gangs, coiners, Hindustani or foreign criminals who make this Presidency their home—in fact, all members of the dangerous and habitual criminal classes alone should be shadowed on release. Purely local criminals who are fairly sure to return to their own districts need not be shadowed on release.

To secure the effective surveillance of ex-convicts of the former class, the following instructions will be attended to :—

(i) On receipt of the release list from a jail, the Superintendent of Police of the district in which the prisoners' homes are situated will, immediately and with no delay, make a selection, on the lines indicated in the preceding paragraph, of all prisoners who should be specially watched on their way home, and will communicate his list of selected prisoners to the Superintendent of Police of the district where the jail of their release is situated and to the Superintendent of the Government Railway Police, Madras. In the case of the Madras City the former officer will be the Commissioner of Police, Madras City.

(ii) On receipt of the list of selected prisoners the Superintendent of Police of the district in which the jail of their release is situated will arrange to have the selected prisoners watched on release until their departure from the district either by train or by road.

(iii) If a released convict travels by train, the Police from whose surveillance he now passes will draw the attention of the Railway Police to him. The senior Railway Police officer present will then issue the requisite orders to his subordinates for the proper watch of the ex-convict during his journey and at the same time will telegraph his name to the station-house officer of the place to which he has taken a ticket, so that the District Police may take him under observation on arrival at his destination.

(iv) Should any ex-convict break his journey before reaching the destination for which he was furnished with a ticket, the Railway Police will give intimation of the fact to the Police of the district where the ex-convict broke his journey and, by wire, to the station-house officer of the ex-convict's original destination. The Police of the district where the ex-convict broke his journey will now see that he is not lost sight of.

(v) When a prisoner in the selected list does not travel by train on release, the Police of the district where the jail of his release is situated will keep him in view until he leaves the district and will then intimate his arrival to the Police of the district which he enters.

NOTE.—It should be distinctly understood that what is required of the Police is to keep ex-convicts from passing out of view, and that on no account is there to be anything in the nature of interference, escort or restraint.

2. Care should be taken that release lists are *invariably* furnished by the jails *in due time* and that the transmission of the list of selected prisoners and the issue of the requisite orders on receipt of the list are made with all possible promptitude.

3. Every Policeman who has been deputed for the surveillance of an ex-convict will record the fact in his note-book, and, on handing the surveillance on to another Policeman, will take the signature of the latter in his note-book.

185-A. In the case of dacoits and persons convicted of other heinous organized crimes, the Superintendents of Jails will note in the monthly lists of releases to be furnished to Superintendents of Police the period of remission earned under Jail Mark rules, which should be passed under Police surveillance. As these released convicts will be entered in Book II, the ordinary Police surveillance over known depredators will generally meet all such cases. If, in any instance, the Superintendent of Police thinks stricter surveillance

necessary, the special orders of the Inspector-General of Police should be obtained.

186. A known depredator who cannot give a satisfactory account of himself (section 109 (b), Criminal Procedure Code) may be brought up before a Magistrate to find security for good behaviour and Book II produced in support of the facts of the case.

187. (a) It must be remembered that Book II is the active list of really dangerous criminals at large. These only the Police will be expected to know, and these only will be entered in the annual return of known depredators, offenders and suspected persons.

(b) The registers will be very carefully examined by Superintendents and Assistant Superintendents annually when inspecting stations. They should compare Book I with Book II, and satisfy themselves that the entries in the latter book have been made on good grounds and that no dangerous criminal has been omitted and that names which should be removed under the rules are removed. The fact that the registers have been examined will be stated in the district administration report; any stations where the registers have not been examined will also be specified.

188. *Return for the Administration Report.*—In preparing the annual return of known depredators and suspects for the administration report, the following instructions will be borne in mind :—

(i) Only those known depredators or suspected persons who are at large (*i.e.*, excluding those in jail, but including those whose whereabouts are not known) at the close of the year will be shown.

(ii) Care will be taken that names transferred from one station register to another in the same district, or in another district, appear only in the return of the station in the same or other district to which they have been transferred.

(iii) In the columns of known depredators and suspects convicted, only those belonging to the station and whose names are borne on the register (Book II) will be entered.

If a known depredator or suspect borne on the register of one station is convicted in another, he should be shown in the return of the former and excluded from that of the latter.

A known depredator or suspect convicted whether of a cognizable or non-cognizable offence will be shown as 'convicted' in the return. If convicted more than once within a year, he will be returned as only one person convicted.

(iv) No known depredator or suspect will be returned as 'convicted' during the year, unless his name was borne on the Police register before such conviction.

189. *Gangs.* (a) A register in Form No. 63, Vol. II, will be kept in every District office, by Assistant Superintendents of Police and Inspectors and at station-houses, containing particulars of all criminal gangs which it is considered necessary to watch. The movements of really criminal gangs should be watched by the Police and timely notice of their approach given to neighbouring stations or divisions. Their movements should be mentioned in the station-house reports and by Inspectors in their diaries. All information regarding movements and other particulars of a gang should be submitted by Inspectors in Form No. 64, Vol. II.

Note.—Assistant Superintendents of Police will maintain gang registers as a personal record which, however, their writers may write for them. Rules to be observed with reference to the maintenance of gang registers by Assistant Superintendents of Police are given in the Appendix at page 385.

As soon as a gang makes its appearance, or as soon as a gang residing in a station-limits moves out on a journey, two forms (of Form No. 63, Volume II) are to be filled in at once by the station-house officer, whose limits the gang appears in or starts from: (a) one form (original) will be despatched immediately to the District office *through the Divisional Inspector*; (b) the second form (duplicate) will be kept by the constable detailed to watch the gang. It will accompany the gang from station to station until its arrival at the frontier station of the adjoining district, where it will be closely examined by the station-house officer of that district, who, after satisfying himself of its contents, will countersign the form and forward it *direct* by post to the Head-quarter office of the district through which the gang had just passed. The Superintendent of this district, after a comparison of the contents of the form with his office gang register, and after entry of all the information contained in the form, will send it on *at once* to the Superintendent of the district into which the gang has entered. The latter, after comparing the entries in this duplicate with the *original* copy received from his frontier station and extracting therefrom all useful information, will return it to the district whence it came.

Each station-house officer on receiving a gang will carefully check the names, strength, etc., as entered in the form, and note on the back thereof the name and number of the constable who brought it, with date, as well as the name, etc., of the constable to whom he hands it over. He will also enter in the form any information he may have collected about the gang during its journey through his station range.

Superintendents will decide what gangs are to be watched and what gangs do not require watching. They will also determine what gangs are to find a place in the District gang register. A gang may require watching in its progress through a district, but it may be unnecessary to keep a permanent and detailed record of it in the office. Broadly speaking, only those gangs should find a place in the gang register which are constantly in the district, or constantly visit it from the neighbouring districts. In the case of travelling gangs which it is considered necessary to watch, but the permanent registration of which is considered unnecessary, the 'duplicate' form mentioned above will be filed in the Head-quarter office and will form a sufficient record.

The registration of such gangs as it is considered necessary to enter in the Head-quarter gang register cannot be too careful, and their registration in *Inspectors' and Station gang registers* should be complete. To ensure this the following rules will be observed:—

(1) No entry will be made of a gang in a Station-house or Inspector's gang register until instructions are received from head-quarters.

(2) When a gang enters a station-limits, the station-house officer will take a copy of the form accompanying the gang, or, in the case of a fresh gang, will send in the 'original' form mentioned above. He will then refer to the District office for orders. If the gang is one which the Superintendent thought it necessary to register at head-quarters, the station-house officer will be supplied with the district number of the gang and an extract copy of

the entry of the *whole* gang. He will enter this complete in his gang register and treat it as a permanent record of the gang.

(3) If any portion of such a gang again visits a station-range, no fresh reference to head-quarters will be necessary.

(4) If, on a portion of a gang visiting a station a *second* time, the station-house officer is unable to find in his gang register the name and number of any member, he will report the matter at once to head-quarters together with a description of the man and orders will be issued as to whether he is to be entered as an additional permanent member of the gang, or whether he has been identified as a member of some other gang.

(5) All male members of a registered gang will be serially numbered. The number so given with the district number of the gang will be retained by each male member, *e.g.*, No. 2 of gang No. 14 of Cuddapah district. Every female or juvenile belonging to the gang who may at any time have been convicted of an offence under Chapter XII or XVII, Indian Penal Code, will also be assigned a number and be registered in the same way as a male member. The object of this is to maintain the identity of each member of a gang and to prevent that identity being lost by a change of name. Once the identity of a member of a registered gang is lost, all previous information, conviction, etc., registered against his name become valueless.

(6) To ensure this point, a briefly-worded description of each male member of a gang must be attached to his name in all registers. Though short and concise, these descriptions must be sufficiently clear to enable a station-house officer to pick out any member of a gang by his *aliases*.

(7) The obtaining of these descriptions is a matter of time and must be done by Inspectors themselves. The registration of a gang at head-quarters and stations is incomplete and of little use until such descriptions have been obtained.

(8) Descriptions are only necessary in the case of gangs the members of which are accustomed to give false names. Certain classes of gangs, *e.g.*, the Dommaras of the Nellore district, never change their names, and in such cases descriptions are unnecessary.

Movements of criminal gangs will be communicated to the Chief Office in Form No. 65, Vol. II, for publication in the Police Gazette. When a gang is about to move from this Presidency to another, the fact should also be communicated to the Assistant with the Government in the Weekly Reports to that officer.

Note.—(1) Constables deputed to watch a gang must be relieved every three days at the outside.

(2) Only adult males or females, *i.e.*, those who are above 16 years of age (males below this age are regarded as juveniles, punishable by confinement in a Reformatory), should be entered in the register.

(3) Names of known depredators or suspected persons, entered in Book II, who belong to a gang, should be entered in the gang register, and a note made in the register of the page of Book II where such men have been entered. For the purpose of the return for the administration report, they will be reckoned only under known depredators and suspected persons.

(b) Superintendents and Assistant Superintendents should report, when inspecting a station, upon the way in which the criminal gang registers are being kept, and should state what information has been obtained regarding the character, resources, means of livelihood, etc., of the various criminal gangs. It is continually found that attention is not paid to gangs, that gangs elude observation by splitting up by day and meeting at night, and that gangs sometimes remain separated for several days and weeks. It is the duty

of the District officers to take every means within their power to register correctly the gangs in their districts and to see that when registered they are most carefully watched and tracked. It is a difficult duty to perform, but it is perfectly easy to see that all gangs once registered are not allowed to pass from view without information about them being spread through every district where, it is suspected, they may have gone, and Superintendents are responsible for seeing that this is done.

(c) It may be observed that it cannot be ascertained whether a gang is given to crime until it is watched, and on this account every new gang which comes within the limits of any Police station should be watched most carefully until the Police find out whether the professed means of livelihood of the gang are sufficient to enable them to live in the style they adopt. In almost every case it will be found that the gang must live by crime, that is, the petty trade or other professed honest means of living is absolutely insufficient to give them the income they pretend to get. In such cases the gang should be at once treated as a criminal gang and be carefully watched.

Cases of the gangs reported for crime, never numbering more than five persons, are rare. As a matter of fact, almost all the wandering gangs number more than five. But a great many of them, knowing the Police rules, separate in the day time and unite occasionally to divide loot and for other purposes. In such cases it is the business of the Police to take note of such gangs and not give up watching the members until they are satisfied that they really number under five males. It is very seldom that such gangs exist. Almost all the wandering gangs consist of more than five members, though for days they may split up and wander over the country in smaller parties.

The watching of gangs is a very important point in the Police work, and Superintendents should make it a special point to examine and test the Police reports on the subject.

Inspectors, especially if they visit villages on horseback, as they should do, and go continually off the high roads, should know of every gang in their divisions and insist upon the Police knowing not only of the existence of these gangs but all about them—their relationship, their habits, their mode of crime, where they have come from, where they are going to and every other particular.

In any case where a gang arrives in one division from another, and information has not been given of its having left the former, the Police in the latter should at once report the matter to head-quarters and the Superintendent should find out who is responsible for the omission to supply the required information.

It all depends on the interest which the Superintendent and his Assistant take in the matter. Every gang which is reasonably suspected to be living by crime should be registered and watched. It must be remembered, however, that registration is of no use. Registration is merely a means to an end. It is close watching which should be aimed at, and Inspectors can do an immense deal in this direction. Superintendents should mention in their annual administration reports what steps were taken to watch criminal gangs during the year.

Note.—The principles which should guide officers in escorting and watching criminal gangs can be seen from an order of the Inspector-General of Police printed at page 386, Appendix.

(d) Whenever a Division Inspector goes for any purpose to the Head-quarter office he will take with him his gang register and check it with the

District gang register. The Manager will on every such occasion certify against each of the Inspector's gangs that the register of the division agrees with that of the Head-quarter office as regards such gang.

189-A. Gangs out of view.—To be of any practical value the information regarding criminal gangs which have passed out of view must be circulated to neighbouring districts at the very earliest opportunity. To publish such lists in the Police Gazette does not serve any useful purpose, as necessarily there is considerable delay in the information reaching Inspectors and station-house officers. In all such cases a special 'Hue-and-Cry' sheet will be circulated at once to all districts to which the gang is likely to go. The lists will be published in the Police Sheet of the district to form a permanent record of criminality, which would serve as a basis for prosecution under the bad livelihood sections.

190. Houses of Bad Repute.—Inspectors will be held responsible that correct information is afforded to Superintendents and Assistant Superintendents regarding the number and character of houses of bad repute within their division.

Foreigners.

191. (a) The particular attention of District officers is directed to the following general instructions in respect of the treatment of gangs of foreign Asiatic vagrants laid down by the Government of India, namely:—

(1) That the frontier provinces are responsible that such gangs are not allowed to pass into India;

(2) That in any province where such a gang commit any depredations, no effort should be spared in bringing the chief offenders to justice for specific crimes, or treating them, as the law allows, under the provisions of the Code of Criminal Procedure relating to security for good behaviour;

(3) That on no account should such gangs be passed on under Police or other guards into other districts or other provinces; but if deportation is deemed necessary, it should be carried out at once under the Foreigners Act III of 1864, full lists and descriptive rolls of the deported persons, with photographs of the leaders, being taken and forwarded to the frontier Governments;

(4) That on no account should safe-conduct passes or licenses to carry arms be granted to gangs of this type, or to any members of such gang; and that, if arms or ammunition are found in their possession, they should be at once disarmed in accordance with the provisions of the Arms Act;

* * * *

(5) That an order of deportation, if issued by any Local Government, should be made effective, and should not merely require the removal of the persons concerned from a particular presidency or province, but beyond the limits of British India (section 3, Act III of 1864), and that the route for removal should be always specified in the order, warning being at the same time given to the Local Governments and Administrations through whose territory the gang will pass.

(6) That whenever a license to carry arms is given to any person who may appear to be travelling *bonâ fide* for the purpose of trade, a note should

be made on the license of the number of persons accompanying such person, and that he should be given distinctly to understand that, should his followers be augmented at any time, or should he join any other company or gang, his license would be at once liable to cancellation ;

(7) That the object is not to interfere with the movements of persons who are *bonâ fide* engaged in trade, but to protect the peaceable inhabitants of the country from the depredations of wandering gangs whose real object is rather larceny or plunder than legitimate trade.

The following three rules will be placarded in English and in the vernacular in every station, and officers will see that their men understand and act up to the order :—

(i) After the names and descriptions of *foreigners* from North India have been registered, unless reasonable suspicion attaches to them,—and the grounds for such must be clearly and fully stated,—no constable should escort or accompany them in any way.

(ii) The departure of such foreigners from the place should merely be reported by boat book to the Police officer in charge of the next station *en route*, and by post by the Superintendent of the district which they are leaving to the Superintendent of the district to which they are proceeding.

(iii) If such foreigners do not take the route by which they say that they are about to proceed, they render themselves liable to suspicion : but it will rest with the Superintendent or Assistant Superintendent (and not with the subordinate Police) to give orders regarding such people being watched, etc.

(b) No Police officer of any grade shall give passport permits to any persons passing through his district.

(c) Whenever foreigners are suspected of being concerned in any grave crime, information regarding them should be immediately communicated to the Assistant with the Government.

(d) The following rules for reporting and registering the movements of foreigners should be attended to :—

(1) Immediately on the arrival of a foreigner within the limits of a station range, the station-house officer will forward a detailed descriptive roll of him in Form No. 66, Volume II, to the Inspector of the division. The Inspector will send an English translation of this roll to the Assistant with the Government and transmit the original to the Head-quarter office. In cases in which the Inspector is unable to translate the vernacular roll into English, he will note this fact on the roll and submit it to the Head-quarter office, which will then forward the necessary translation to the Assistant with the Government. Subsequent movements of the foreigner in question should also be similarly communicated by Inspectors. A separate form should be used for each foreigner reported.

(2) All the information contained in the form will be entered at head-quarters in the register of wandering foreigners, Form No. 67, Volume II, and the form from the station-house officer returned to him through the Divisional Inspector. The district number must be entered at the top of the roll before it is returned to the station-house officer. Inspectors must be told to keep up a knowledge of wandering foreigners.

(3) The rolls, when filed, will form the record of foreigners arriving at stations and, with a printed List of Resident Foreigners which will be kept at each station, will be a complete record of all foreigners in the limits of a station.

(4) In cases where the District office has remarks or additional information to offer, an extract from the District register, entered on the same form, No. 67, Volume II, will be forwarded by the District office to the Assistant with the Government.

(5) Subsequent movements, either of arrival or of departure of an already registered foreigner, should also be reported on the same form, headings from 6 to 12 being left blank.

(6) In the register kept at head-quarters, each foreigner will be given a district number; and reference will be made to this number in all subsequent reports.

(7) *Bonâ fide* pilgrims and foreigners of good character need not be reported.

(8) District officers should satisfy themselves that foreigners, whether travellers or traders, are what they are represented to be, and, in all doubtful and suspicious cases, report their movements to the Assistant with the Government.

(9) The rapid circulation of information concerning foreigners is of the greatest importance, and District Superintendents should see that the rolls are promptly despatched.

Note.—Great care must be taken in spelling Muhammadan names, the authorised spelling being adhered to.

192. The following observation regarding Baluchi and other foreign gangs, made by the Government of India very many years ago and still in force, should be borne in mind :—

“It is quite true that in some cases these people possess money and jewels, but none the less do they harry the country and live on the people and therefore they must, when they conduct themselves as marauders, be treated accordingly. Careful efforts on the part of the Magisterial and Police authorities to enforce the existing law against the foreign gangs will in course of time deter them from these predatory incursions into quiet Indian provinces. The fact that in many of our British provinces the people possess few weapons and are unfitted by nature and habit to resist, with any degree of success, the aggressive proceedings of gangs of these Asiatic foreigners, renders it more incumbent on Magisterial and Police officers to make every effort to protect the people.”

Superintendents will by letter advise the Chief Office of the entry of any gang of Baluchis into their districts. In every Weekly Report until the gang has left the district a full report must be given of the doings of the gang and of all cases taken up against them, by the Assistant Superintendent or Superintendent as the case may be.

It is not necessary that a constable should accompany the gangs from place to place, but whenever information is given of any assault or misbehaviour on the part of a gang, the Police must take means to find out the offenders and bring them to justice.

People should be specially warned in all villages that these gangs are in the habit of passing off false old coins of former Indian dynasties. They carry with them silver and gold coins made to represent old Indian coins of native dynasties and with these they carry also a large number of *sham* coins which look like silver and gold ones. These are made by machinery and are excellent copies. Local tradesmen and ryots should be warned against accepting them.

Section III.—Property.

Searches.

193. (a) The law requires that search be made in the presence of two or more respectable persons. If possible, the head of the village should be present. Care must be taken that these persons observe every part of the search. Great attention must be paid to getting respectable witnesses and to seeing that they actually enter the places searched and stand over the searching officer observing every part of the search.

Note.—The Advocate-General has given as his opinion that a respectable inhabitant of the locality is under an obligation to attend and witness a search when called upon to do so by a Police officer about to make the search and that, if he departs without lawful excuse, before the completion of the search, without signing the search list, he would be guilty of the offence described in section 187, Indian Penal Code. The offence would fall under the first portion of section 187, Indian Penal Code, in case of searches under sections 165 and 166, Criminal Procedure Code, and in the case of searches instituted upon a search-warrant, under the second paragraph of the section.

(b) Before entering the premises, care will be taken to examine minutely the exterior of the place to be searched, and to observe whether there is easy access or opportunity of introducing articles without the knowledge of the inmates. A note of this point will be made then and there. The person of the Police officers who are to enter will be scrupulously examined before the witnesses, before going in; not more than two should be allowed to enter, and they should search together and in the presence of the witnesses.

(c) Should anything be discovered, care will be taken to observe with great minuteness all facts and appearance relating to it—whether it would be possible for the article to be placed where found without the knowledge of the inmates, etc., and a note of the fact should be made then and there. The witnesses should be invited to give their opinions freely on these points. These opinions should be noted down. Police officers will be carefully instructed as to the utter futility of this kind of evidence, when the article found is some small common article of no great value, easily concealed about the clothes of the searcher or easily thrown into the place where found, and bearing no proportion to the property lost. District officers will vigorously enquire into every case in which there is the slightest suspicion of foul play, and prosecute every man connected with a case in which these practices have been resorted to.

(d) In every case in which an officer in charge of a station exercises the powers vested in him under section 165, Criminal Procedure Code, he will record concisely, but explicitly, his reasons for deciding to search or cause a search to be made in any house, in the station-house register. This should, as a rule, be done before the station-house officer proceeds himself to the search or issues his order in writing to his subordinate. Inspecting officers will carefully look into this matter when examining Crime Registers and note-books, and ascertain if the reasons for searching were recorded before the search was made—which should always be done, if possible.

(e) The number of houses searched under section 165, Criminal Procedure Code, and the names of their owners will always be noted in the Charge Sheet in column 8.

(f) Superintendents of Police and their Assistants will bring to the notice of their District Magistrates instances of search warrants being issued to the Police on insufficient grounds by Sub-Magistrates.

(g) The law does not require search to be by daylight. But great circumspection is required, and, as a rule, daylight should be awaited, precaution being taken to get the inmates out of the house, if the case is a grave one.

(h) A list of all things seized in the course of a search and of the places in which they were respectively found shall be prepared by the officer superintending the search and be signed by the witnesses called upon to witness the search. Such lists will be carefully prepared in trifoil in Form No. 68, Volume II, at the scene of search immediately after the search has been completed; the original will be sent with an occurrence report to the Magistrate having jurisdiction, the counterfoil will be attached to the station-house report of the day and the trifoil kept at the station.

(i) The Police officer conducting the search must have in his note-book a list of all articles found, with full particulars as to how and where each article was found.

Note.—(1) Search lists should invariably be prepared in printed forms. If blank sheets are unavoidably used, the lists will be prepared in duplicate at the scene of search. The original will be forwarded to the Magistrate having jurisdiction. The necessary particulars should then be copied from the manuscript duplicate copy into the trifoil of the printed search list for record in the station. The manuscript duplicate copy should be attached to the station-house report of the day, the reasons for using blank sheets being noted thereon. The foil and counterfoil forms can be removed and destroyed. Officers should satisfy themselves that the searching officer was *bonâ fide* compelled to use blank sheets.

(2) In the School of Instruction the provision of law in regard to searches will be regularly and practically taught to each man in the force with great precision and every formality.

(3) When property is merely found on a road or in a bush, etc., or on the person of a prisoner, it should merely be entered in the constable's note-book and reported at the station and recorded in the same way as other events in connection with cases. Search lists should not be used in such cases.

194. (a) Prisoners who are not liberated on bail are to be searched the moment they enter the station, the operation being conducted as quietly and decently as possible. All property found on the person of prisoners, except necessary wearing apparel, should be taken charge of, and an accurate list of such property will be entered in the Search Register, Form No. 69, Volume II, at the time the search is made. This list will be signed by the senior officer in charge of the station and by the prisoner after it has been carefully read over to him. The property will be forwarded with the prisoner to the Magistrate, but the Police will retain charge of it, subject to the Magistrate's order. This does not apply to offensive weapons which, under section 53, Criminal Procedure Code, must be delivered to the Magistrate. *Tabs* should not be removed from the person of Hindu women.

(b) The Police must be instructed to fill up column 5 (description of prisoner) very carefully, giving all the information that would be required for a Hue-and-Cry notice to be sent to the Chief Office for publication in the Police Gazette. They will also record the names and residences of the person's relations underneath the description. This will exercise them in habits of observation, and the information recorded may be useful on some future occasion.

Distress Warrants.

195. (a) All warrants under section 386, Criminal Procedure Code, will be forthwith returned, in case no property is found, for the orders of the Magistrate.

(b) A warrant of distress authorizes the Police to sell only that which is the property of the convict. In the case of an undivided Hindu family the convict may have separate self-acquired property; if he has any such—and it can be ascertained—it may be attached, seized and sold; but if he has no such property, then he has only an undivided interest in each individual chattel, the amount of his interest being proportionate to the numbers of the family. In such a case, the Police cannot legally seize anything, as the result of such seizure would be absolutely to dispossess the other members of the family. This the convict himself could not have done, and, of course, the Crown, which only represents the convict, cannot do so either. The Police should, therefore, return the warrant stating that there were no goods or chattels of the convict which they could distrain.

Estimation of Stolen Property.

196. (a) Great exaggeration sometimes takes place in regard to the amount of property stolen, as reported by those who lose by gang robbery, theft and the like. As a check on underestimating, it is requisite to record the alleged value. But Police officers will always endeavour to ascertain, as nearly as possible, by enquiry on the spot, the real value of property lost, and record it, as well as the alleged value, in the crime report, charge sheet, etc., care being taken not to undervalue with a view to apparently lessening the gravity of the offence.

(b) When bonds, accounts, title-deeds, decrees of Courts, promissory notes and the like are stolen, no value will be assigned to them under the heads of property lost and recovered.

Seizure of Suspected Property.

197. No seizure must ever be made except when there are strong and definite grounds for believing that the property must have been dishonestly come by, *e.g.*, when jewels of large value are found with a person of mean condition and having no ostensible means of livelihood. But it will not do to seize valuables unrecognized in connection with any specific offence, merely because the Police officer making the search has an unfavourable opinion of the character of the possessor. Police officers who act thus, render themselves liable to a suit for damages. Property comes into the hands of the Police in the following ways:—

(a) Seizure of property taken under section 51, Criminal Procedure Code, that is, on searching a prisoner, when he is arrested, whether such property be connected with the case under investigation or not.

(b) Seizure of property alleged or suspected to have been stolen. (Section 523, Cr.P.C.)

(c) Seizure of property found under circumstances which create suspicion of an offence having been committed. (Section 523, Cr.P.C.).

(d) Unclaimed property about which there is no suspicion of any offence having been committed.

In all the above cases, the property should be sent to the Magistrate having jurisdiction as soon as possible after it is received in the station. When property is sent to a Magistrate, it should always be accompanied by Form No. 70, Volume II, except in the case of house searches when it will be sent with Form No. 68. The form should be torn off from the book close

to the left-hand edge of the page and both the form itself and the counterfoil should be sent to the Magistrate. The Magistrate should be requested in all cases to pass his orders in the last column of the counterfoil, which should then be separated from the form and brought into the station and pasted into the book, the return being left with the Magistrate. If the Magistrate passes no orders at all, he can be controlled by the District Magistrate to whose notice each instance of default should be brought by the Police authorities.

A return in Form No. 71, Volume II, will be submitted quarterly to the Superintendent of Police, showing property remaining in the station undisposed of at the close of the quarter.

Unclaimed Property.

198. (a) When unclaimed property falls into the hands of the Police, it will be immediately entered in Form No. 70, Volume II, with full description and a note of the time of receiving it and all other particulars. The entry will be signed by the constable or party delivering the articles, and by the officer in charge of the station at the time.

(b) No avoidable delay ought to take place in forwarding such unclaimed property to a Magistrate with the above report (Form No. 70, Volume II), and under no circumstances should it be allowed to remain at the station for more than 24 hours.

(c) The property having been delivered to the Magistrate with Form No. 70, his orders will be taken in the last column of the counterfoil, which will be brought back to the station and pasted into the book as in the case of suspected property.

(d) Unclaimed property should rarely come into the hands of the Police. Property connected with cases goes up to the Magistrate with the Charge Sheet. Property found on corpses and the like is taken charge of by the head of the village.

Securing the identity of Property.

199. The following rule will be observed in maintaining unbroken the chain of identity of stolen or suspected property:—

Such property will never, if possible, be allowed to leave the custody of the Policeman or other authorized person who first found it. He should, if possible, retain and be solely responsible for the safe custody and production of the same before the Magistrate. If transfer be unavoidable, it will be restricted to as few persons as possible, and their attendance before the Court of final jurisdiction will invariably be provided for.

Custody of Property in Cases under trial.

200. (a) The Magistrate, as a rule, will provide a place for the safe custody of property in cases on remand or under trial. Where no room is available, a large iron-clamped chest with padlock should be provided, and be placed close to the treasure under charge of the Police sentry on duty.

(b) Live-stock connected with criminal or civil cases remain in charge of the Police or the Court Nazir, as the case may be.

(c) As regards whether property seized by the Police in connection with cases should be under the custody of the Police or the Magistrate during the

enquiry into the case, wherever the Magistrate does not take charge of the property produced in any case before him, the Police cannot compel him to do so, and must remain in charge of it. Such property must be kept either in a sub-jail cell under lock and key or in an iron-clamped box outside the Treasury. The Police in such cases are responsible for the box and its contents.

As regards property in Sessions cases, the High Court has directed that the Sessions Court officer shall receive all records and packages which may arrive addressed to the Court, whether during Sessions or during the vacation and other holidays, and keep them securely.

Then as regards property about which the Magistrate or Court refuses to pass any order at the close of a case the rulings appear to differ. It seems, however, quite clear that, under section 517, Criminal Procedure Code, a Magistrate or Sessions Judge may decline to pass any order regarding property produced before him about which he does not believe any offence to have been committed. When a Magistrate or Judge refuses in such cases to pass any order and hands the property over to the Police, the Police should, first of all, retain the property until ample time has been allowed to any party to apply to a superior Court for a revision of the Magistrate's or Court's order declining to pass any order regarding the property.

When it is clear that no application has been or will be made for a revision of the order, the Police should consider what should be done with the property.

Two courses are open, either to return the property to the persons from whom it was taken, or to apply under section 523, Criminal Procedure Code, for an order under that section.

In no case should the Police hand over property taken from anybody in a criminal case to any person other than the person from whom it was taken without a distinct order from a Court. Where no Court will pass any order, the Police should either return the property to the person from whom it was taken or make a reference to the Inspector-General upon the subject. In almost all cases it is clear that the property must be handed back to the person from whom it was taken. It may be taken as a rule that moveable property found in the possession of a private person, about which, in the opinion of the Courts, no offence has been committed, must be returned to the person who gave it up.

Difficult cases may sometimes arise where property is found in a house and the ownership of the house is itself in dispute, and in such cases the safest course is for the Police to retain the property until an order of a Court is obtained by one party or the other. Such cases are, however, rare and may be referred for the special orders of the Inspector-General.

Production of Records.

201. (a) Under section 172, Criminal Procedure Code, any Criminal Court may send for the Police diaries of a case. When other Police records are required in a case, the officer, in whose custody they are, should be summoned to produce them or certified copies of them, subject to the provisions of the Indian Evidence Act.

(b) The High Court has directed that, when it is necessary to put in evidence the substance of a report, the report itself should be called for, and not the Crime Register; and that the register should be called for only in

cases in which it is shown that its production cannot be dispensed with, and the purpose for which it is required cannot be effectually answered by the production of an office copy.

(c) No document, precept or official paper of any kind, or any copy of such paper, belonging to, or in the custody of, the Police, will be furnished to any private individual or other person not authorized by law to require it, unless a precept of a competent Court, or order of a competent authority requiring him to give it, be presented to the Superintendent of Police.

Chapter VI.—Registration of Crime.

Crime Register.

202. (a) Complaints must be recorded in the Crime Register (Form No. 72, Volume II) under those sections of the Indian Penal Code most nearly applicable to the facts alleged, and should not be entered as 'Occurrences,' 'Information laid,' etc. The circumstances of all crimes and occurrences will be concisely entered in the station-house register as soon as reported, and in the order of occurrence. They will be entered consecutively and indiscriminately whether occurrence or crime. They will be numbered according to their entry. No space will be left between cases. When necessary to continue a report of a case, an entry will be made in the last line 'continued on page ,' and on the new page the original number of the case will be entered in the proper column with the words 'continued from page '.

(b) All actual steps taken in the case, all facts of information obtained, and all acts done should be carefully and succinctly entered, as they come, below the statement of the offence. The date and nature of the report, etc., will appear in column 6. No general expression, such as 'Every exertion is being made,' 'Orders were issued to a subordinate or Village Magistrate,' and the like, is admissible in the register.

Note.—(1) All entries of information made in the register must be attested by the initials of the Police officer who gave or obtained it. Every record in the station should bear the Crime Register number of the case with which it is connected—and that number only—without reference to consecutive number of charge from commencement of year or to consecutive page of record.

(2) All entries made in the Crime and Occurrence Register will be signed by the Police officer making the same, with his name, number and rank.

(c) Great care should be taken to ensure the accuracy of the criminal statistics. Property lost and number of persons engaged in crimes should be accurately ascertained; and every inaccuracy will be corrected in the registers as better information is obtained. An accurate transcript of every entry in the station-house register will appear in its proper place in the station-house report of the day of the occurrence of the fact. All information available will be given to enable the Superintendent to judge of the case. The further progress of the case will be reported in subsequent station-house reports.

Note.—Section 380, Indian Penal Code, is applicable only to cases of theft in a building, etc., the entry into or upon which was lawful in the first instance. Where entry has been made with intent to commit an offence and is against the will of the owner, criminal trespass has been committed, and, if the intended offence was theft, sections 451, 454, or 457 apply and not section 380. When house-trespass (without breaking) is committed, such offences must not be ledgored as lurking house-trespass, unless there is actual evidence of the offender having taken precautions to conceal such house-trespass. In the absence of such evidence, the offence will be charged under house-trespass sections.

(d) No offence can be called 'Detected,' unless punishment, by a competent tribunal, of one or more of the offenders, has followed the crime. Thus, a case in which conviction was obtained before a subordinate tribunal will, if the sentence be reversed on appeal, appear as 'Undetected.'

(e) Every offence should appear in the criminal statistics under the head as finally found by the Court that disposes of it. All registers should, if requisite, be altered accordingly. An exception will be made when a case treated by the Police as cognizable is found by the Court to be non-cognizable—*vide* Police Order No. 206 (b).

(f) In the case of cattle reported to be lost or stolen, if the circumstances first stated to the Police indicate a reasonable suspicion that theft has been committed, the case must at once be reported and registered under that head. But if there is no reasonable suspicion of theft, the circumstances should be entered and reported under the head of 'Cattle strayed,' though, if subsequently found to have been theft, it should, of course, be taken up as such.

(g) The sentence or order of the Magistrate must be correctly recorded in the proper column of the Crime Register, but need not be written up on the counterfoils of other records.

Note.—A true copy of the Magistrate's order directing a 'referred case' to be struck off will be entered in column 28 of the Crime Register.

(h) A copy of the Sessions judgment should be pasted by Inspectors in their Crime Registers at the first page on which particulars of the case referred to in the judgment are given.

203. When a crime is committed so near a boundary as to leave any doubt whatever regarding the district to which it belongs, the Police to whom it is first reported shall bring the case on their register and take up the investigation, leaving the exact *venue* to be settled afterwards, if necessary. If indisputable facts should transpire to justify a transfer, it can then be arranged between the Superintendents of the two districts. It must be remembered that it is of little importance whether a crime committed close to a boundary line is registered in this or that district. What is necessary is that the Police who first hear of it should take up the case with a will and endeavour to detect it.

The same principle applies to offences committed near boundaries of Police divisions and stations.

Note.—(1) Complaints made by passengers of their property having been lost or stolen in railway trains will be entered as 'thefts' (unless there is evidence to the contrary) in the Crime Register of the station (rural or Railway Police) at which the complaint is laid.

(2) For the registration and return of railway cases the Railway Police are responsible. A rural station-house officer on receipt of a complaint of any railway offence will enter it in his station Crime Register under an extra number and record any steps taken by him pending the arrival of a Railway Police officer to take charge of the case. He will not include the case in his crime returns.

204. (a) An abstract of crime will be made up quarterly at each station-house, and by each Inspector for the whole division, in Form No. 73, Volume II. The instructions at the foot of the form should be attended to in preparing the abstract.

(b) The Inspector's abstracts of crime will be prepared on loose printed sheets, signed and dated and submitted to the Superintendent's office for check and return. On receipt back with the necessary corrections, the abstracts will be fair-copied into the book kept for the purpose, the

sheets being filed by Inspectors for reference, if necessary. No corrections should appear in the abstract books.

Note.—(1) Inspectors are quite as responsible for the accuracy of station crime abstracts as of their own. Every such abstract will be scrutinized by Inspectors and a note added that they have been checked and found correct (or otherwise).

(2) Petty cases should be entered in the general crime abstract of stations. It is not necessary to have a separate abstract for such cases.

(3) This return should be included in the check register of returns kept in the District office and its punctual submission insisted upon.

Rules for ledgering Crime.

205. Three ledgers will be kept at head-quarters for the entire district. Ledger No. I is for cognizable cases instituted by complaint to a Magistrate or instituted by him *suo motu* during the year. Ledger No. II, Form No. 74, Volume II, is for all cognizable cases reported at a Police station or taken up by the Police during the year. Ledger No. III is for non-cognizable cases.

All cases taken up by Magistrates on complaint or *suo motu* will be ledgered under the respective offences from statements furnished monthly by Magistrates in Ledgers Nos. I and III. Ledger No. II for cognizable offences will be posted up daily from crime and station-house reports. All crimes will be entered in this ledger under their respective heads, all divisionwar, space being allotted for each division according to the estimated prevalence of crime. Monthly extracts from Inspectors will be carefully compared with crime and station-house reports and the ledger checked. Thefts of property, the value of which does not exceed Rs. 5, and offences under Special and Local Laws including those under Acts III of 1888 and III of 1889, as well as all cases of suicide, accidental death and accidental fire and non-cognizable cases endorsed by the Magistracy to the station-house officer, will appear in the station-house officer's monthly extract of crime which is forwarded to the Head-quarter office through the Inspector, and will be registered therefrom.

Note.—(1) To each entry in the ledger under head 'Dacoity' will be appended a remark 'On the highway,' 'In a field' or 'In a village and house.' 'Highway' may be taken to mean a road or path in ordinary use by travellers.

(2) The division abstracts of the first three quarters should be checked with the ledger at the Head-quarter office as far as it is possible to do so with the information available on hand. But the abstracts of the fourth quarter which contain all the cases reported during the year should exactly tally with the Head-quarter office ledger.

206. (a) When a person is arrested on one charge, but convicted or acquitted on another, his case should be entered under the heading of the crime of which he has been convicted or acquitted.

(b) Cases in which any of the accused are convicted should be entered under the heading of the most serious offence for which a conviction has been obtained against any of the offenders; but persons convicted should be entered according to the exact offence of which they have been individually found guilty, the fact of transfer from any other head (of cases) being noted in the column of remarks in the district returns. Similarly, persons acquitted will be entered under the heading of the gravest crime charged against them.

Exceptions.—Cases treated by the Police as cognizable but in which the Court finds that the offence committed was non-cognizable will not be transferred from the ledger of Police cases but retained therein, the object being

to see the method in which every case whether true or false reported to the Police is disposed of. By a reference to the ledger of Police cases it can be seen how many non-cognizable offences were, in the Court's opinion, committed, which were sent up as cognizable ones, although, of course, the case in its original form only will be shown and not the offence held to be proved.

(c) When two or more persons are murdered by the same person at the same time and place, each death should be lodged as a separate case of murder, a note being added that one person committed so many murders. A case in which a man committed a murder, robbed eight different persons of their ornaments and finally, after killing a second man who resisted him, made his escape, should be shown as two murders and eight robberies in the crime returns.

Note.—(1) Care must be taken that the acts of separate offenders committed independently of one another, and without a common object, are not shown as one case. It is only where offences are jointly committed by several persons in pursuance of a common aim that they can be looked upon as one case. Mistakes occur chiefly in nuisance and bad livelihood cases. Nuisances are generally individual acts, and each person charged with bad livelihood must be sent up separately and treated as a separate case.

(2) Dacoities and robberies should be registered on the basis of actual number of occurrences at different times and places without reference to the number of persons attacked at the same time and place.

(d) Where an accused is tried under more than one head of charge, he should be exhibited under the principal one only, unless he happens to be accused of entirely distinct offences supported by separate evidence, in which case trials should be shown separately and the results independently.

207. Offences will be recorded only in the district in which they are committed. If they are tried in another district only a note of the fact will be entered in the 'Remarks' column. If an offence be committed in foreign territory and the accused arrested and tried in British territory, the case will not be shown in the columns for cases, but the persons should be shown in the respective columns of the ledger with a note in the column of remarks.

208. [(a) and (b)].*

* * * *

Property recovered should be shown opposite to 'theft,' etc., except property recovered from receivers, which cannot be traced—which should be shown under 'Receiving' only. Care should be taken to avoid double entry.

All cases of one year, in which final Police reports have not been sent up to 31st December of that year, should, after the close of the year, be brought on the following year's ledgers in red ink at the beginning, and accounted for in their appropriate columns. New cases will be entered thereafter and dealt with as usual.

209. Offences falling under each of the following heads will be grouped, and totals only entered in the ledger against each head in one line for the district :—

Indian Penal Code—

Section 160, Affray.

„ 323, Voluntarily causing hurt.

„ 334, Hurt on grave or sudden provocation.

* *Note.*—The instructions for the preparation of Crime Statements which appeared in the former issue of the Police Order Book have been superseded with reference to the revised Crime returns introduced in September 1905.

Indian Penal Code—cont.

- Sections 352, 355 and 358, Criminal force.
 „ 426, 427 and 434, Mischief (simple).
 „ 504, 506, 507, 508, 509 and 510, Intimidation and insult.

Special and Local Laws—

- Petty Assault, Regulation XI of 1816.
 Petty Thefts, Regulation IV of 1821.
 Offences under sections 3 and 4 of Act III of 1889.
 Offences under Municipal Acts.
 Non-cognizable offences against any other Special or Local Laws.

210. *Cancelled.*

211. *Cancelled.*

212. As soon after the 31st December as possible and not later than the 15th February, Superintendents should submit to the Inspector-General a detailed report on the Police administration of the district for the previous calendar year. The report should deal with all important matters in the administration. These are principally—recruitment, discipline, armament and health of the force, suicides, accidental and unnatural deaths in the district during the year.

Work of the Police in connection with the registration and watching of bad characters and criminal gangs. Work of the Police in the prevention and detection of crime under each head, murder, dacoity, robbery, house-breaking and theft, giving figures and comparing with previous three years or more as may be considered necessary, and an intelligent review thereon explaining fully the causes for any deterioration in Police work.

Work of the Police under the preventive sections of the Criminal Procedure Code, personal investigation of grave crime by superior officers.

Inspection of stations in the district.

Remarks on merits of officers, Inspectors and head constables who may have distinguished themselves.

It should be stated in the report whether all service books have been correctly kept up and verified.

The report should be submitted to the District Magistrate in the first instance, and with that officer's remarks thereon then transmitted to the Inspector-General of Police, care being taken that the report reaches the Inspector-General by the prescribed date.

Note.—The report should be a record of facts and not of opinions. It should be drawn up by the Superintendents themselves. A mere repetition of figures which appear in statements should be avoided as far as possible. An explanatory note on the points to be dealt with will be found at page 388 in the Appendix. Matters which are in the nature of proposals for additions to the force, reconstitution of divisions and the like should not be dealt with in the administration report, but should form subjects of separate communication.

213. Annual statistical returns should show the actual state of things on 31st December and should reach the Chief Office on or before the 1st February.

The following are the returns to be submitted :—

- Statement A—Magistrates' cases (Cognizable).
 Statement A—Police cases.
 Statement B—Non-cognizable crime.

Statement E—Showing equipment, discipline and management of the force.

Statement F—Showing the caste of officers and men in the force (quinquennial).

Book of Miscellaneous Returns.

Note.—(1) On the completion of the annual statistical returns in each district, the office copies will be sent to the Deputy Inspector-General of the range for perusal—to be returned when done with.

(2) Deputy Inspectors-General of Police will submit—

(1) a statement of appeals disposed of by them, and

(2) a statement of inspection work done by them,
to reach the Chief Office on the 15th February.

A statement of offences against coinage for each calendar year should be submitted separately, soon after the close of the year, in Form No. 110, Volume II. Offences committed in Native States in respect of King's coin and not in respect of other coin should be included in the statement submitted to Government.

214. The Commissioner of Police, Madras City, and District Superintendents of Police will forward to the Inspector-General for submission to the Government of India through the Local Government a quarterly return in Form No. 111, Volume II, and another in Form No. 111-A, Volume II, of all cases of counterfeit coining in which false coin is manufactured by casting base metal in a mould and uttered. The returns should be forwarded not later than 10th January, 10th April, 10th July and 10th October of each year.

The return in Form No. 111 should contain in the "Remarks" column all available information as to what metal each coin was made of, whether it was made in a common mould or was a good imitation struck from a die and whether any attempts were made to trace the source from which the counterfeit coin came, or whether the person convicted was himself the coiner or simply an agent acting on behalf of coiners, or again merely an ordinary person who had by some means or other come into possession of a counterfeit coin. The latter return should be accompanied by a concise account of the more important cases stating the process of manufacture (especially whether moulds or dies were used) and the quality and appearance of the coins concerned in each case.

To prevent cases from appearing twice over in the returns, and to ensure that the figures for trials and convictions shall relate to the same set of cases as those relating to the number of cases investigated, cases brought to trial are not to be included until the trial is concluded, and "cases investigated" are not to be shown until either it has been decided not to prosecute or the result of the prosecution is known.

Instances of inadequate sentences in coinage cases should be promptly brought to the notice of the District Magistrate by the Superintendent.

Note.—In the return in Form No. 111-A a full account of each coin seized, of the process of its manufacture and of its quality and appearance should invariably be given.

Chapter VII.—Recruitment of the Superior Grades.

215. The following are the rules relating to the recruitment of the superior grades of Police in the Madras Presidency:—

SCALE OF APPOINTMENTS.

1. The following is a list of appointments ordinarily reserved for the Police department:—

(Note.—The list shows only the existing sanctioned scale which is liable to alteration at any time.)

1	Inspector-General of Police * on	Rs. 2,500 a month.
1	Commissioner of Police * (Madras City) ..	1,500
3	Deputy Inspectors-General	{ 1 ,, 1,400
		{ 1 ,, 1,300
		{ 1 ,, 1,200
		{ 2 ,, 1,000
26	District Superintendents of Police	{ 3 ,, 900
		{ 5 ,, 800
		{ 8 ,, 700
		{ 8 ,, 600
35	Assistant Superintendents of Police	{ 6 ,, 500
		{ 6 ,, 450
		{ 5 ,, 400
		{ 6 ,, 350
		{ 12 ,, 250—300

Officers will draw Rs. 250 while they are probationers, and Rs. 300 after they are confirmed in the service as Assistant Superintendents.

METHODS OF RECRUITMENT.

2. The recruitment for these superior grades is made on the following methods:—

- (i) by appointment in England on the results of a competitive examination;
- (ii) by the promotion of deserving public servants (European or Native) who will generally be Police Inspectors;
- (iii) by selection of (European or Native) candidates upon the results of a competitive examination held in Madras; and
- (iv) by direct appointment in exceptional cases by the Government of India.

(Note.—By the last means the occasional appointment of Military officers when available is provided for.)

* The appointments of Inspector-General of Police, Madras, and Commissioner of Police, Madras City, are not set apart exclusively for members of the Police department, and the Government reserve discretion to fill them by the selection of any officers who are considered best fitted for them whether in the department or outside it.

3. With reference to the requirements of the department, the number of candidates to be obtained from England, those to be recruited locally, and of the latter, the number of those who may be natives of India, will, subject to the general control of the Government of India, be determined by the Local Government, having regard to the efficiency of the service. For the number that may be proposed to be drawn from England an indent should be submitted not later than the 1st July in each year to the Local Government which will transmit the same to the Government of India for communication to the Secretary of State.

4. The number of appointments offered for competition in London will in due time be notified by the Secretary of State.

5. *First Method of Recruitment.*—The following are the regulations for admission to the Indian Police through competitive examination in London :—

Regulations for admission to the Indian Police Force through a competitive examination in London.

I. The examination will be simultaneous with, and in the same subjects and papers as, the examination for the Indian Forest department * which is usually held in June.

II. The qualifications of candidates shall be identical with those required in candidates for admission to the Sandhurst examination, except in the following respects. They must be above 19 and under 21 years of age on the 1st June of the year of application. They must be unmarried, and if they marry before reaching India they will forfeit their appointments.

III. Candidates must send † to the Secretary, Judicial and Public departments, India Office, on or before a specified date—

(a) Information as to their names and parentage certificates (or other satisfactory evidence) of the date of their birth, and the written consent of parent or guardian to their candidature.

(b) A statement of the places at which they have been educated, accompanied by testimonials of good conduct during the *last four years*.

(c) An intimation of their wishes as to the province or provinces in which they would prefer to serve.

IV. Candidates will be required to appear before a Medical Board ‡ at the India Office, and to undergo a strict examination as to their physique and capacity for active outdoor work in the plains of India.

* Candidates may, if qualified, enter for both the Police and the Forest departments. They will, in such case, have to pay the fee due in respect of each examination.

† There is no special form of application.

‡ With a view to prevent parents and guardians from incurring the inconvenience and expense of preparing candidates who may be physically unfit for the Police service, it is suggested that, before any such preparation is begun, candidates be submitted to examination by the Medical Adviser of the family, or any other qualified medical practitioner, with regard to the following points :—

1. A weak constitution.
2. Defective vision.
3. Impaired hearing.
4. The existence of any congenital defect.

It is to be understood that this private examination is merely suggested to lessen the chances of disappointment, and that it is by no means intended to take the place of, or to influence in any way, the official examination.

On the subject of the standard of eyesight required for the Indian services, a pamphlet has been published under the authority of the Secretary of State in Council by Messrs. Churchill & Sons, 11, New Burlington Street.

V. Those who successfully pass the Medical examination will be required to undergo an examination before the Civil Service Commissioners* in the following subjects † (classes I to III), marks being assigned as follows:—

Class I.—Obligatory Subjects.

	Marks.	
1. Mathematics (lower), viz., Algebra up to and including the Binomial Theorem; the theory and the use of Logarithms; Euclid, Books I to IV and VI; Plane Trigonometry up to and including the solution of Triangles and Mensuration ..	2,500	In each of these subjects a candidate must obtain not less than one-third of full marks in order to qualify.
2. English Composition	1,000	
3. German or French (400 for colloquial)	2,000	

Class II.—Optional Subjects.

4. Mathematics (higher), including Analytical Geometry, Conic Sections, Statics and Dynamics ..	2,000	A candidate may take any two, but not more than two, of the optional subjects. Under "Optional subjects," Nos. 9, 10, 11 and 12, the examination will be partly practical.
5. French or German,—whichever has not been chosen as an <i>Obligatory</i> subject (400 for colloquial) ..	2,000	
6. Latin	2,000	
7. Greek	2,000	
8. English History. There will be set one general paper; one paper limited to a fixed period ..	2,000	
9. Botany, viz., the elementary parts of vegetable Morphology, Histology and Physiology, and the principles of a natural system of classification as illustrated by the more important British natural orders. Candidates will be required to describe plants in technical language. Questions will not be set on vegetable Palæontology or on the geographical distributions of plants ..	2,000	
10. Chemistry, viz., the elements of Inorganic Chemistry	2,000	
11. Physics, Elementary properties of Electricity, Magnetism, Heat, Light and Sound	2,000	
12. Physical Geography and Geology, chiefly economic, including the recognition of the more familiar minerals and rocks and their properties and uses.	2,000	

Class III.—Additional Subjects.

	Marks.	
13. Freehand Drawing	500	Either or both of these subjects may be taken in addition to the obligatory and the two optional subjects.
14. Geometrical Drawing	300	

* A fee of 2*l.* is required. Instructions on this point will be issued to candidates the day before the examination.

† A reprint of the papers set at the previous examination, with tables of the marks assigned to the candidates, is published by the Civil Service Commissioners, and can be obtained through any book-seller; price 1*s.*

VI. From the competitors who attain the abovementioned minima of marks in obligatory subjects, and satisfy the requisite conditions in other respects, the Secretary of State will select candidates in order of merit.

VII. Selected candidates will be examined by the Civil Service Commissioners as to their ability to ride, and will be required to produce—

(a) a certificate from the Civil Service Commissioners that they are able to ride well, and to perform journeys on horseback; or

(b) a certificate from the Civil Service Commissioners of minimum proficiency in riding.

In the latter case they will be subjected, on their arrival in India, to such further tests in riding as may be prescribed by their Government, and will not be appointed Assistant Superintendents of Police until they shall have passed such tests to the satisfaction of their Government.

VIII. Selected candidates who have successfully passed the abovementioned tests will be allotted, as probationers, to the various provinces upon a consideration of all the circumstances, including their own wishes; but the requirements of the public service will rank before every other consideration. The allotment will also be subject to the right of the Government of India to make transfers, if necessary.

IX. The probationers will be required to start for India at such time as may be fixed by the Secretary of State. Failure to embark in time will, in the absence of satisfactory explanation, lead to forfeiture of appointment. Free passages to India will be provided by the India Office.

X. On arrival in India probationers will receive an initial salary of Rs. 250 a month during their period of probation.

XI. Probationers will be required to qualify by passing the necessary departmental examinations (as well as the riding test, if necessary, see rule VII) within, or at the first examination held after, two years of their arrival in India.*

XII. Any probationer who may fail to pass the prescribed examinations within the time specified above, or be found unfit for Police duties, will be liable to removal from the service. Any probationer so removed from the service will be furnished with a free passage to England, unless he obtains other employment in India.

XIII. The seniority of officers in the Police will, in all ordinary cases, be regulated by the order in which they pass the departmental examinations, but the Local Government has the power to relax this rule by antedating the passing of an officer in any exceptional case (such for instance as unavoidable detention of the officer at the time fixed for the examination by some pressing emergency or by the express order of his superior officer) in which the literal application of the rule would work inequitably.

This rule will apply to Police officers only until they reach the substantive grade of District Superintendent of Police; on attaining that rank substantively, they will be placed in the gradation list according to the order of their appointment to the service and not according to the dates on which they succeeded in passing the departmental tests.

Note.—The second paragraph of the above rule will not affect officers who entered the service before the 15th September 1903.

* The Local Government will have power to relax this condition by allowing an additional year (but not more) in special cases when the probationer is likely to make a good Police officer.

XIV. When probationers have passed the qualifying examinations (as well as the riding tests) they will, if otherwise approved, be appointed Assistant Superintendents of Police, and their salary will be raised to Rs. 300 a month.

XV. Candidates recruited in England for the Police will be subject, as regards leave, to the rules applicable to European services, contained in chapter XIII of the Civil Service Regulations, and as regards pension, to part IV of those regulations, subject, in either case, to any modifications thereof which may be made hereafter. Service under the age of 20 will not, however, be excluded from reckoning towards pension.

XVI. Probationers will be required to sign articles of agreement describing the terms and conditions of their appointment prior to embarkation for India.

SYLLABUS OF THE SUBJECTS OF THE EXAMINATION HELD IN LONDON.

CLASS I.

(Obligatory Subjects.)

Mathematics.—The extent of the examination will be as defined in the regulations.

English Composition.—An essay to be written on one of several subjects specified by the Civil Service Commissioners on their examination paper.

German.—There will be translations of unseen passages from German into English, and from English into German; the knowledge of pronunciation will be tested by dictation and the *vis à voce* examination. The passages for translation will be taken, mainly, from standard authors (Schiller, Lessing, Alexander V. Humboldt, Ranke, etc.), and a few simple questions may be asked on the passages set as to the structure and character of the language, and allusions of obvious and general interest.

French.—The passages for translation will be taken, mainly, from standard authors (Corneille, Madame de Sevigne, Guizot, Taine, etc.), and in other respects the examination will proceed on the same lines as in German.

CLASS II.

(Optional Subjects.)

Higher Mathematics.—The extent of the examination will be as defined in the regulations.

French and German.—See under Class I.

Latin.—Passages will be set for translation into English selected from the authors usually read in schools. Passages from English authors will be given for translation into Latin prose and verse, but candidates will be allowed, in the place of verse composition, to answer questions of a simple character, which will test whether they possess a fundamental knowledge of the grammar of the language, and such an elementary acquaintance with Roman History, as is required for the intelligent study of the books they have read.

Greek.—Passages will be set for translation into English from the authors usually read in schools, and in other respects the examination will proceed on the same lines as in Latin.

English History.—The general paper in this subject will test whether the candidates are accurately acquainted with the facts of English History, and also possess an intelligent knowledge of the meaning of the facts. The paper on the fixed period will, of course, require from the candidates more minute knowledge than the general paper.

Botany, Chemistry, Physics, Physical Geography and Geology.—The standard of examination in these subjects will be such as may be reasonably expected from the education given at schools possessing appliances for practical instruction, such as a laboratory, etc. A considerable portion of the marks will be allotted for the proficiency shown in the practical part of the examination.

GENERAL.

Handwriting.—In estimating the papers of candidates, a limited number of marks, namely, 100 out of the maximum allotted to each subject, is held to be assignable for handwriting.

DEPARTMENTAL TESTS FOR PROBATIONERS.

6. The following are the subjects of Departmental examination referred to in No. XI of the Regulations for admission to the Indian Police force given under rule 5 above :—

Law and Departmental Orders.

	Maximum marks.	Minimum marks.
A. { The Penal Code and Special and Local Criminal Laws including Police Act.	150	125
Code of Criminal Procedure	100	
B. Indian Evidence Act	80	40
C. Gribble and Hehir's Medical Jurisprudence, 4th edition, except section II of chapter VIII of section V	80	40
D. Police Departmental Orders	100	60

Vernacular.

E. Such vernacular language as the probationer may be required after arrival in India to study—

The test, which will be according to the Lower standard required of Assistant Collectors, will be as follows :—

	Maximum marks.	Minimum marks.
Conversation	50	35
Translation	30	65
Dictation	30	
Reading and explanation of reports	50	

This examination in the vernacular language must be passed within two years of the probationer's arrival in India.

7. Candidates will be allowed to appear for and to pass each of the Divisions A to E independently. The examination in Divisions A, B and E will be the same as that of Assistant Collectors according to the Lower standard. In C (Medical Jurisprudence) the test will be the same as for Assistant Collectors appearing for the Higher standard. Full particulars regarding these tests may be found in chapter III of the Indian Civil Service Manual. In D (Departmental Orders) the question papers will be prepared by the Inspector-General of Police.

8. The examinations will be conducted by the Board of Examiners and will be held half-yearly in January and July. When more than six months have elapsed after the arrival of a probationer in India, he shall appear at every half-yearly examination until he has passed in all the subjects (A to E) given in rule 6.

TRAINING AND DUTIES OF PROBATIONERS.

9. Probationers will, on arrival in India, join the Police Training school at Vellore where they will learn drill, plan drawing and anthropometry and attend lectures in Law and Departmental Orders. They will commence the study of the prescribed vernaculars with suitable munshis under the supervision of the Principal. They will also practise riding with a view to passing the equitation test if they have obtained only a certificate of minimum proficiency in that subject. They will be examined once a month in Law and in the vernaculars and a statement showing the marks obtained by each will be forwarded to the Inspector-General of Police. They will submit to the Inspector-General, through the Principal of the school, a weekly report of their daily work. The period of training thus spent at the school will be about a year; but the Inspector-General of Police may remove to duty any probationer earlier, if he is reported by the Principal of the school to be fit for work in the districts.

10. After the period of training at the school the probationers will be posted to districts in order that they may learn their work practically. They will be instructed in each detail of their duties, including the preparation of the several prescribed registers and returns. They will, in short, be placed for the time being in the position of personal Assistants to District Superintendents and prepare for approval draft orders or notes on all papers including station-house reports, Inspectors' diaries and petitions. They will accompany District Superintendents on tours of inspection as well as on investigation of cases, so that they may learn how to perform these duties.

11. District Superintendents will take an active interest in the well-being of young probationers placed under them and will test from time to time their progress in regard to their studies and official duties. The following points are mentioned for guidance :—

- (i) A probationer must attend office daily when at head-quarters.
- (ii) He must attend parades of the reserve, visit lines, examine magazines, stores, arms and ammunition and inspect kits.
- (iii) He must work in each branch of the District Superintendent's office for a time and thoroughly master the methods of business.
- (iv) He must attend the Sessions and Magistrates' Courts frequently to watch the progress of Police cases.

Attention to these duties will help the probationer in the study of Police Orders, the vernacular language and law, which must be pursued assiduously.

A knowledge of the vernaculars is of vital importance and from two to three hours a day must be devoted to the systematic study of the language which the probationer is required to learn, while every opportunity should be seized to practise conversation.

12. Weekly reports of all work done daily must be submitted through the District Superintendent to the Inspector-General of Police.

13. After a probationer has passed the prescribed tests and shown himself capable of taking charge of a sub-division, he will be posted to such charge.

RECRUITMENT BY PROMOTION OF DESERVING PUBLIC SERVANTS.

14. *Second Method of Recruitment.*—Next, with regard to the second method of recruiting the superior grades of Police, viz., by promoting persons already employed under Government, principally deserving Inspectors of Police, the promotion of such men rests entirely at the discretion of Government. The above examination rules do not apply to them.

15. An officer thus promoted will ordinarily start as sub. *pro tem*. Assistant Superintendent on Rs. 250 per mensem and be posted immediately to the charge of a sub-division. After one year's employment in this manner, if Government is satisfied as to his capability, it may confirm him as Assistant Superintendent of the last grade.

RECRUITMENT BY LOCAL COMPETITIVE EXAMINATION.

16. *Third Method of Recruitment.*—The third method is by the selection of candidates upon the results of a competitive examination held in Madras.

17. Whenever it appears desirable to appoint a probationary Assistant Superintendent locally, the fact will be notified and His Excellency the Governor in Council will proceed to nominate not less than three gentlemen to compete for each such vacancy.

18. The rules regarding such local competitive examinations are as follows :—

I. Candidates for admission to the examination must be above 19 and under 24 years of age on the 30th September preceding the examination. They must be at least 5 feet 7 inches in height and 35 inches in chest measurement. Each candidate must produce—

- (1) a certificate of birth or other satisfactory evidence of age ;
- (2) a certificate from a gazetted medical officer that he has no disease, constitutional affection, or bodily infirmity unfitting him or likely to unfit him for Government service and that he has been vaccinated or has had smallpox ; and
- (3) testimonials of good conduct extending over a period of four years.

The candidates nominated by Government for admission to the competitive examination will be required to appear before a Medical Board to be assembled by the Surgeon-General at such time and place as the Government may direct.

II. The nominated candidates will be examined in the subjects described below and (subject to the condition hereinafter stated) the candidate obtaining the highest marks will be appointed to the first vacancy in the probationary grade of Assistant Superintendent of Police (offered for competition); the candidate who obtains the second place, to the second vacancy if there be more than one vacancy to be filled, and so on. No candidate will be admitted to the department who obtains less than 500 marks in all.

III. A candidate will not be allowed to compete at the examination for admission to the Police department more than twice, or to compete for any vacancy unless he has been specially nominated for it.

IV. The examination is by written questions and answers, and will be conducted by the Board of Examiners appointed for the examination of candidates for the Provincial Civil Service and at the same time as that examination.

Schedule of subjects for examination.

	Marks.
Writing and composition: <i>Impromptu</i> essay upon some given subject	150
Arithmetic (No special text-book) and Euclid, Books I to IV and VI; also easy Deductions	300
Algebra up to and including Binomial Theorem (Text-book, Todhunter's Algebra)	
Plane Trigonometry up to and including the Solution of Triangles and Mensuration (Text-book, Todhunter's Plane Trigonometry)	
Not more than two of the following languages: Latin, Greek, Sanskrit, Arabic, French, German, Persian, or one of the vernacular languages of the province approved by the Local Government*	200 each.
English History and Literature and Indian History (Elementary)	200 ..
Geography: Asia (especially India) and Europe	150 ..

POSITION, TRAINING, ETC., OF CANDIDATES RECRUITED LOCALLY.

19. Candidates thus selected (at the local competitive examination) will be required to pass the same riding test, to undergo the same practical training, and, except as provided in rules 21 and 22, to pass the same departmental examinations as officers appointed in England.

20. The rates of pay for candidates recruited in India are the same as for those recruited in England both during probation and after confirmation.

21. A European or Eurasian candidate recruited by local examination who has taken up a vernacular language at the competitive examination and secured half the maximum marks therein will be considered to have passed the vernacular test for probationers in that language, and will not be required to pass in any other vernacular before confirmation.

22. Native candidates selected on the results of the competitive examination in Madras will, in regard to the vernacular test, be required to pass

* The vernacular standard will be a high one, involving a thorough knowledge of the language and ability to write and read the written character with facility, and no native candidate will be allowed to take up his own vernacular. The approved languages are Tamil, Telugu, Canarese, Malayalam and Uriya.

the 2nd-class test prescribed in the notification of Government, No. 329, published in the *Fort St. George Gazette*, dated 13th June 1899, Part I, which corresponds to the test which Deputy Collectors are required to pass after appointment. The test comprises—

- (i) Reading aloud fluently and construing with readiness and accuracy not less than an octavo page of the undermentioned works :—
- | | | |
|--------------|----|--|
| In Tamil | .. | { 1. The first three books of Panchatantram.
2. The whole of Virata Parvam (Prose). |
| In Telugu | .. | { 1. Panchatantram.
2. Vemana Verses contained in Telugu selections. |
| In Canarese | .. | { 1. Panchatantram.
2. Udyogaparva (the first three sandhis). |
| In Malayalam | .. | { 1. Vetala Charitram
2. Keralapazhama.
3. Keralolpati. |
| In Uriya | .. | { 1. Hitopadesha.
2. Batris Singhasana.
3. Ramayana, Sundara Kanda. |
- (ii) Translating in writing into English, with accuracy, a passage from some tolerably difficult work, not being a text-book.
- (iii) Translating in writing, with accuracy of grammar and idiom, into the language in which the examination is held, an English paper of somewhat difficult style relating exclusively to Indian subjects, and, as far as possible, bearing upon questions connected with the department to which the officer belongs.
- (iv) Translating in like manner a paper of English sentences.
- (v) Reading aloud fluently, and translating correctly and readily, two or three manuscripts written in the language in which the examination is held, in a plain, running office hand.
- (vi) Conversing with the examiners, or with natives of India, on such subjects proposed by them as are calculated to test colloquial facility, both as regards scholarlike expression, and knowledge of terms and phrases as commonly used by the poorer and uneducated classes.

Note.—Graduates and Undergraduates of the Madras University who have taken up one of the vernaculars specified as their optional language in the University examination have to pass in only one vernacular other than the optional language of their examination; but they will not be declared to have passed the test in the second vernacular unless they satisfy the Examiner that they can read fluently and with facility manuscripts written in the vernacular in which they are exempted from passing.

RECRUITMENT BY DIRECT APPOINTMENT.

23. *Fourth Method of Recruitment.*—The fourth method of recruitment is by direct appointment in exceptional cases by the Government of India by which means the occasional appointment of Military officers is rendered possible.

24. Officers appointed under this method should, like other probationers, pass the departmental, law and vernacular examinations within two years.

EXAMINATIONS SUBSEQUENT TO CONFIRMATION.

25. Within four years after the first examination subsequent to arrival in India, or to appointment if appointed in India, officers recruited in England or appointed direct by the Government of India, and European and Eurasian officers locally recruited must pass an examination by the Higher standard in the vernacular in which they passed by the Lower standard or with the permission of Government previously obtained in any other of the four chief vernaculars of the Presidency, *i.e.*, Tamil, Telugu, Canarese or Malayalam. If they fail to do so they will be liable to have their further promotion stopped. In this examination, which will be the same as that required of Assistant Collectors, marks will be assigned as follows :—

							Maximum marks.	Minimum. marks.
Conversation	100	70
Translation	100	70
Reading arzis	100	70

This examination will be conducted by the Board of Examiners and will be held half-yearly in January and July. Officers who have not passed within three years from the date of their arrival or appointment, shall appear at every half-yearly examination until they pass.

26. Within six years after the first examination subsequent to arrival in India, or to appointment if appointed in India, and before being appointed to act as District Superintendent, officers recruited in England or appointed direct by the Government of India and European and Eurasian officers locally recruited must pass an examination in a second vernacular according to the Lower standard prescribed for Assistant Collectors. If, however, an officer has passed by the Higher standard in a vernacular which is not the same as that in which he passed by the Lower standard before confirmation, it will not be necessary for him to pass in a second vernacular by the Lower standard. This examination is similar to that prescribed in paragraph 6 *supra*.

This examination will be conducted by the Board of Examiners and will be held half-yearly in January and July. Officers who have not passed within five years of their arrival or appointment, shall appear at every half-yearly examination until they pass.

Note.—(1) There is no objection to an Assistant's going up for the Lower standard test in a second language before passing the Higher standard test. In such cases, the officer will have the option of offering himself for examination by the Higher standard in either of the languages in which he has already passed by the Lower standard or in any other of the four chief vernaculars of the Presidency, *viz.*, Tamil, Telugu, Canarese or Malayalam.

(2) Uriya is not included in the vernacular languages which a Police officer may offer for his departmental examinations, but the Government will be prepared, when advisable, to grant probationers and Police officers special permission to pass in Uriya according to the Lower standard in lieu of another vernacular language.

27. An officer who passes the vernacular examination by the Higher standard within, or at the first examination held after, the expiry of two years after his arrival in India if recruited in England or after his appointment as probationer if recruited locally will be allowed a munshi allowance of Rs. 240. A similar allowance will be granted to an officer who passes in the second vernacular language as prescribed in rule 26 within, or at the first examination held after, the expiry of three years after his arrival in India if recruited in England or after his appointment as probationer if recruited locally.

215-A. Gazetted officers serving in the Ganjám and Vizagapatam districts may appear for a colloquial examination in the Khond language, and will, on passing, be eligible for the rewards specified below :—

(i) European gazetted officers will be eligible for a reward of Rs. 500.

(ii) In the case of gazetted officers who are natives of India, it is left to the Government to determine whether they shall receive a reward of Rs. 500 or of Rs. 250.

Chapter VIII.—Recruitment for Subordinate Appointments.

Inspectors.

* 216. * 217, * 218, * 219 and * 220. *Under revision.*

220-A. Inspectors of Police serving in the Ganjām and Vizagapatam districts may appear for a colloquial examination in the Khond language, and will, on passing, be eligible for a reward of Rs. 250.

* 221. *Under revision.*

Departmental Test in Police Orders and Practice for Managers and Accountants of District Police Offices.

221-A. Candidates before appointment to the posts of Managers and Accountants in District Police offices will be required to pass a Departmental Test in Police Orders and Practice in addition to the Special Tests prescribed for such appointments. Men who have been appointed as Accountants will be ineligible for promotion to or confirmation in the post of Manager without passing the test.

2. The examination will be held annually on the 3rd Monday in January at the head-quarters of each district under the supervision of the District Superintendent of Police and also in the Chief Office under the supervision of the Assistant Inspector-General of Police.

3. The examination will consist of only one question paper of not less than 10 questions in Police Orders, no part of the P.O. Book being excepted. The minimum of marks required to enable a candidate to pass the test will be 50 per cent. of the maximum.

4. Applications from candidates who wish to appear for the examination should be in the form published at page 114 of the Police Gazette, Part I, dated 12th November 1904, and should reach the Assistant Inspector-General not later than the 10th December preceding the date of the examination, through the proper channel.

Station-house officers.

222 and * 223. *Under revision.*

* **224.** No constable will be promoted to the grade of head constable without passing the station-house officer's examination.

The number and date of the Police Gazette in which each successful candidate's name appears will be recorded in the Constabulary Register and in the constable's small service book.

* **225.** Besides being required to pass the station-house officer's test, Europeans and Eurasians, enlisted as head constables, will be required to

pass a fair examination in reading, writing and colloquial knowledge of the vernacular language of the district within one year of entertainment.

* 226. *Under revision.*

Constables.

* 227. The text book is the Constable's Catechism. A class for instruction at each station-house will be held twice a week for not less than one hour. The station-house officer will instruct his men by reading and explaining to them a few sections of the Catechism, asking also such general questions as may stimulate intelligence and test the knowledge of the constables as to their duties, known depredators, and undetected cases of the station and neighbourhood. Particular attention should be given to the subjects of 'Arrest,' 'Searches,' 'Confessions,' 'Beat duties,' 'Evidence,' and how the Police are to conduct themselves before Magistrates, Judges, etc. The sections selected for explanation should be entered in the station-house report of the day. Station-house officers must pay particular attention to the instruction of recruits, and may require them to attend daily, if necessary, until proficient.

A similar method should be used by Inspectors when they instruct men at stations.

Note.—Before promotion to the rank of head constable, a constable must satisfy the Superintendent that he can handle and fire a carbine properly.

* 228. Constables will, as a rule, be required to pass a *virâ voce* examination in the Catechism before promotion to the first class. The answers to questions 1, 9, 48, 50, 54, 90, 115 and 116 must be learnt by heart, but this is not necessary with the rest of the Catechism; it is sufficient if the men are able to give in their own words the full purport of the answers, and show that they understand them. Constables who have passed the test are not liable to re-examination, but will be expected always to evince a practical knowledge of their duties. The fact of passing should be recorded in the Constabulary Register and in the constable's small service book.

* 229. They will be examined by the Superintendent or the Assistant Superintendent, either at stations or at head-quarters, as may be most convenient, and passed, if they have answered satisfactorily.

* 230. *General conditions.*—(a) Every Police officer shall produce satisfactory testimonials of character and previous conduct.

(b) He shall devote his whole time to the Police service alone. He shall not take part in any trade or calling whatever, unless expressly permitted; and he shall faithfully and honestly use his best abilities to fulfil all his duties as a Police officer.

(c) He shall conform himself implicitly to all rules which shall, from time to time, be made for the regulation and good order of the service, and cultivate a proper regard for its honour and respectability.

(d) He shall submit to discipline, observe subordination, and promptly obey all lawful orders which he may receive from persons in authority over him.

(e) He shall serve and reside wherever he may be directed.

(f) He shall appear at all times in such Police dress and accoutrements as shall, from time to time, be ordered to be worn by each respective rank of the service, and shall always be neat and clean in his appearance.

(g) He shall allow such reduction from his pay and allowances as may be required for clothing, lodging and the like, under the rules of the service.

(h) He shall promptly discharge such debts as the District Superintendent shall direct to be paid. And no Police officer shall, under any pretext whatever, have any money transaction with any other Police officer.

(i) He shall not withdraw from the service without distinct permission, or until the expiration of two months after giving warning of his intention to do so.

(j) He shall not on any occasion, or under any pretext whatever, directly or indirectly, take or receive any present, gratuity or fee, from any person whatsoever, without sanction.

(k) He shall act with respect and deference towards all official authorities of the country and with forbearance, kindness and civility towards persons of all ranks. He shall observe a respectable and peaceful line of private conduct and avoid all partisanship.

(l) Any Police officer is liable to immediate dismissal for unfitness, negligence and misconduct, and he may be suspended, fined, or otherwise punished for minor offences at the discretion of the District Superintendent.

(m) Every article of dress or appointment, lodging, &c., which may have been supplied to a Police officer at public cost, will be immediately delivered up, or vacated, when he may cease to belong to the Police force.

Enlistment of Constables and Head Constables.

* 231. The physical composition of the Police force is clearly a matter of the most vital importance. Every man, more especially in the lower grades, must be physically quite above the average of the ordinary population of the country in which his sphere of action lies, and his training must still further raise this superiority. Superintendents must set these objects before them as the standard to which their respective forces are to be brought. The Native Army standard is prescribed, viz., height 5' 5" and 32" chest measurement, but this with a local force may generally be surpassed, while careful and continued attention must be paid to training and frequent exercise.

Note.—The standard for the Police employed in towns should be as nearly as possible that laid down for Reserves, 5 feet 7 inches.

Officers should therefore observe the greatest care in enlisting men. Each applicant will be examined by an European Medical officer or competent subordinate, and all unfit and weak men must be discharged or induced to resign as opportunity offers. Superintendents will leave entirely to Medical officers the duty of determining the height, chest measurement and age of all recruits.

232. (a) Special attention will be paid to the intelligence of men entertained and retained in the force; for it requires far more intelligence to perform effectively the many duties that devolve on even a second-class constable than is required in the private soldier. No Police officer can be really effective who cannot both read and write, and every man must learn before he can rise in the service. By entertaining illiterate men, we entertain persons who are wanting in an important element of efficiency, and we saddle

the service with the trouble and expense of imparting elementary instruction. All recruits must be examined by the School head constable who will report whether they can read and write, and the extent of their education.

(b) Superintendents should endeavour to secure as far as possible candidates for the grade of head constables who, possessing other requirements for Police service, have passed the Matriculation Examination. By this order it is not intended to exclude entirely from promotion those constables who, although they have not passed the Matriculation Examination, are, in other respects, well qualified for appointment as head constables.

(c) Vacancies in the grade of head constable in the Head-quarter and Sub-division office establishments will be filled up by candidates (whether in or out of the force) who have passed the Matriculation or any higher examination. Sanction of the Inspector-General must be obtained for any exemption from this rule.

(d) Deputy Inspectors-General and Superintendents should, when making appointments, take care that, if possible, no relations are allowed to serve together in any office. It almost always leads to trouble. It is best that neither Head-quarter Inspectors nor Audit Inspectors should have any relations in the district in which they are serving.

233. (a) No man will be enlisted until inspected and passed by the Superintendent or Assistant Superintendent personally. Assistant Superintendents should enlist men for their own divisions, and, after enlistment, the recruits should be sent to the District head-quarters. Superintendents and Deputy Inspectors-General of Police should see that Form No. 113, Vol. II, is filled up by every one who has been selected for enlistment.

(b) No man under 18 years of age can be entertained as a Police officer, and no man whose age exceeds 25 years, or who is below the standard height or chest measurement, can be enlisted without the sanction of the Deputy Inspector-General, for executive duties. On the 31st January each year, Deputy Inspectors-General will forward to the Inspector-General a return showing by districts the number of enlistments sanctioned by them under this order.

Note.—No candidate whose age exceeds twenty five years can be appointed as a clerk or muchi in the offices of the Deputy Inspectors-General, Superintendents or Assistant Superintendents, without the sanction of the Inspector-General of Police. The educational qualifications required are laid down in the Public Service Notification in the *Port St. George Gazette*.

(c) Each man on enlistment will name his heir. The particulars will be entered in the Enlistment Register, Form No. 114, Vol. II, which will be corrected annually, or occasionally, as required. All distinguishing marks which may serve for the identification of recruits will also be entered opposite their names in the register under head 'Particular marks.'

(d) Recruits must be vaccinated on enlistment, except those who have had smallpox, or who have been already vaccinated, after their tenth year.

Thumb and finger-print impressions of the left hand of the person selected for enlistment should be taken on the Verification Roll (Form No. 113, Vol. II). This will be forwarded with extracts from the Constabulary Register when men are transferred to other districts.

234. In districts in which the employment of a few men of local races has been sanctioned for special purposes, e.g., Hill races, as Khonds in

Ganjám, Chenchus in Kurnool, &c., &c., such appointments are to be exclusively confined to the races so designated. If the services of the special races for which these posts are reserved are not procurable, no others are to be entertained without special order.

235. The practice of introducing into the rank and file of the force men who are not natives of the province is highly to be deprecated, not only because it must diminish the efficiency of the Police, but also on wider grounds. It is, as a rule, impossible that a stranger can be as well acquainted with the language, habits, customs and circumstances of the people of any locality as one of themselves, and, in consequence, a stranger can rarely be as useful for Police duties or as capable of gaining the confidence of the people.

236. When recruits are sent to a Medical officer for examination, a detailed description of each, with all distinguishing marks, will be entered in the Enlistment Book forwarded with them, and the Medical officer will be requested to enter the age of the candidates as well as remarks regarding fitness, as is done in the army.

237. (a) Recruits will be instructed in Law and Procedure at the Head-quarter school for a period of six months after enlistment. Instruction will be given every day (except Sunday) when morning drill is over.

(b) They should be specially taught the powers they can legally exercise, more particularly in the matter of arrests, searches, confessions, beat duty, evidence and the like, so that they may not act contrary to law.

(c) For the less intelligent among them the mere study of the Procedure Code is not sufficient; it is incumbent on Superintendents to see that recruits are practically trained so that they may have an accurate understanding of their functions and responsibilities and be able to comply in all details with the law.

(d) Before being sent out for duty, recruits are required to pass the following examinations:—

- (1) Part I of the Drill Manual. Parts III and IV, Manual, Firing, and Baton Exercises.

Note.—Recruits should be made to fire at least ten rounds of blank and twenty rounds of ball cartridges.

- (2) To answer verbally simple questions relating to arrests, escape and re-taking, processes to compel appearance, preventive action of the Police, searches, confessions, &c.

- (3) To know the definitions of hurt, grievous hurt, theft, robbery, dacoity, house-trospass and house-breaking.

- (4) To be acquainted with the duties of a beat constable and the rules as to appeals, leave, salutes, &c.

(e) For this purpose if the Superintendent himself is unable to examine the recruits, a committee of two Inspectors with the Head-quarter Inspector as President will assemble quarterly and examine them, submitting a report to the Superintendent who will thereupon pass orders as to whether the candidates are to be posted to stations or otherwise dealt with, steps being taken to rid the force of men who fail to evince sufficient intelligence to warrant their retention as members of the force.

(f) Superintendents should themselves take a constant interest as to the progress of the recruits and examine them from time to time.

238. Should special circumstances render it desirable to secure the services of undersized or overaged men, a roll, Form No. 115, Volume II, will be submitted to the Deputy Inspector-General, explaining the facts in sufficient detail to enable him to come to a decision.—*Vide* also P.O. 233 (*b*).

Of European Head Constables.

239. European soldiers only—unless otherwise sanctioned by the Inspector-General—can be employed or promoted as “European Head Constables.” These appointments are sanctioned by Government for special reasons—duty at seaport towns, night duty in towns, and the like, for which European soldiers are specially adapted. Candidates appointed or promoted under this order will be on probation for a period not exceeding six months from the date of their joining; as soon as the Superintendent is satisfied that a man has shown himself fit and qualified for confirmation a roll should be submitted containing a report on his working and capabilities. If a man fails to prove his fitness within the period of probation, a roll should be submitted for the termination of his probation.

Of Inspectors.

240. (*a*) Candidates applying for Inspectors’ appointments should fill in a printed form, No. 116, Volume II, which can be had on application at the office of the Inspector-General of Police or of any District Superintendent. Candidates who appear to possess the necessary qualification will be interviewed by the Inspector-General of Police, and, if approved of by him, will be appointed as vacancies occur. Before taking up the appointment, candidates will have to produce certificates of physical fitness and of having been vaccinated or having had smallpox. The course of instruction and duties after appointment are described in Chapter IX of this Book.

Note.—Requisitions to Medical officers should be in Form No. 133-A, Vol. II. The Medical officer will obtain the left-thumb impression of the applicant on the medical certificate, and this impression will afterwards be verified by the head of the office with that in the applicant’s service book.

(*b*) Candidates recommended by Superintendents or Deputy Inspectors-General should similarly fill in the prescribed form and seek an interview with the Inspector-General of Police except in cases in which the Inspector-General thinks fit to dispense with it.

(*c*) The distinct permission of the head of the department in which an applicant may be already serving must be obtained before any application for employment in the Police is entertained. The written permission will be submitted with the application.

241. Although head constables employed in offices may have completed the tests laid down for the grade of Inspector, they will not be appointed to the charge of divisions until they have been at least one year in charge of a station and have gone through a course of drill.

Re-enlistment of Military Pensioners.

241-A. (*a*) Lists of military pensioners of good character, desirous of civil employment, will be supplied to Superintendents who may select such of them as they are pleased with for enlistment.

No list is kept of reservists desirous of employment in civil capacities, but on a reservist presenting himself for a civil appointment, he should be required to produce his letter of recommendation (India Army Form, 409).

(b) Pensioners and reservists of the army are not required to have passed any tests before appointment to inferior service.

Pensioned native officers of the rank of Jamadar or Subadar, and other military pensioners possessing (a) regimental certificates of education (class II for non-commissioned officers and class I for other ranks), (b) certificates under article 196 of Volume 13 of the Army Regulations and (c) certificates as Army Schoolmasters, are not required to have qualified according to articles 1 and 2 of the Public Service Notification before appointment to the post of Inspector, station-house officer, head constable, constable and Inspector-General's Office Store-keeper:

Note.—(1) Military pensioners who are employed in the civil department have, in cases where it is likely to cause inconvenience to the employer, been exempted from the general or ordinary muster and they may have their pensions disbursed to the parties authorized to receive them in writing or remitted to themselves at their own cost on production of their (pensioners') life-certificates signed by Magistrates or other public officers.

The certificate referred to may be granted by Inspectors at stations other than the pension-paying stations where the pensioners will, as usual, appear in person.

(2) The above rule does not, however, apply to the annual muster, and in this case the pensioner must, as usual, appear before the Mustering officer.

Re-employment of Pensioners.

241-B. The sanction of Government is not required for the re-employment of pensioners in receipt of compensation or invalid pensions, the disbursement of pension in such cases being subject to the provisions of articles 514—518 of the Civil Service Regulations.

Re-enlistment after Resignation.

* **242.** Police officers drawing Rs. 20 or less who resign the service in consequence of not being able to obtain leave owing to pressure of duties, and who re-enlist within a year after resigning, may be allowed to count their service prior to re-enlistment as service for gratuity or pension. Care, however, is to be taken that, on re-enlisting men under this rule, it is ascertained that the men are deserving of the privilege, and that it is worth while obtaining their services for the Police, and also that the period of their absence has not exceeded twelve months. Each case must be reported as soon as it occurs for the orders of the Deputy Inspector-General of Police who will decide whether the individual is deserving of the privilege. Previous service will not, as a rule, be allowed to count for pension in the case of men who resigned with a view to avoid a transfer.

Note.—(1) When men are re-enlisted their previous discharge certificates must be reclaimed.

(2) Men desiring re-enlistment must be examined by the District Medical officer.

243. On the 31st January each year, Deputy Inspectors-General will forward to the Inspector-General a return showing by districts the number of re-enlistments sanctioned by them under the previous order.

Re-enlistment after Dismissal.

244. No Police officer once dismissed can be re-entertained in the service except by order of the Deputy Inspector-General or Inspector-General of Police on appeal or with the sanction of Government. This order applies also to the cases of men struck off as deserters.

In cases where there has been imputation of criminality or malversation, the sanction of Government must be obtained.

Chapter IX.—Drill and Instruction.

General Rules.

245. Superior officers should bestow great personal attention to the drill and instruction of their men, not only of recruits, but also of the men at out-stations. These latter are very liable to forget what has been taught them, unless constantly kept up to the mark. The duty of drilling men at head-quarters should not be left entirely to a sepoy detailed from the army or to any other subordinate instructor. Officers should, when at head-quarters, be frequently on the parade ground, and should themselves take an active part in drilling the men. The drill to be taught is described in detail in the Drill Manual. Particular attention should be paid to physical training.

Note.—Officers will abstain from employing Drill Instructors obtained from the army in any other way than in teaching recruits, etc.

246. (a) Reserves will be drilled every morning (Thursday and Sunday excepted) for an hour; on Mondays, for half an hour after kit inspection, and on Friday afternoon, for an hour. During the remaining afternoons of the week, it is unnecessary to have reserves out for drill.

Note.—Afternoon drill can always be awarded as a punishment to such men of the reserve as do not drill properly in the morning.

(b) All recruits and men at head-quarters for station-house officer's examination should be drilled morning and evening.

Drill and Instruction for Taluk Police.

247. Monday afternoon	Kit inspection.
Tuesday and Thursday afternoon,	5 to 6 o'clock.	}	Instruction in Catechism, Crime, Known Depredators, etc.
Wednesday and Friday after- noon, 5 to 6 o'clock	...		
Saturday	* Fatigue duty.

248. For instructions regarding drill, cleaning and preservation of arms, and shooting, reference should be made to the Drill Manual.

Rules to be observed in using firearms on occasions of riots.

* **249.** The following are the rules to be observed by the Police when compelled to use firearms to disperse riotous assemblies:—

(1) When the Police party is under twenty files, it will be told off into four sections. If there should be more than twenty files, the party will be told off into more sections than four.

* Clearing the ground about the station and lines, clearing up paths, repairing and white-washing station walls and lines, keeping ball practice ground in order, etc.

(2) All commands to the Police are to be given by the officer in command of the party. The Police are not, on any account, to fire excepting by word of command of their officer, who is to exercise a humane discretion respecting the extent of the line of fire.

(3) In order to guard against all misunderstanding, officers commanding Police parties are, on every occasion when employed in the suppression of riots or enforcement of the law, to ensure that the *fullest warning* is given to the mob before any order is given to fire, and to take the *most effectual means* to explain beforehand to the people opposed to them that, in the event of the Police party being ordered to fire, their fire will be *effective*.

(4) If the officer in command should be of opinion that a light effort would suffice to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, to fire—the fire of the other sections being kept in reserve till necessary, and, when required, the fire of each of them being given by the regular word of command of the officer in command.

(5) The firing is to cease the instant it is no longer necessary. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed that to fire over the heads of a crowd engaged in an illegal pursuit would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring and even the innocent.

(6) If firing should unfortunately be necessary, all Police officers and constables must feel that they have a serious duty to perform, and they must perform it with coolness and steadiness, and in such a manner as to be able to discontinue their fire the instant it shall be found no longer necessary.

(7) As a *warning* to rioters before firing commences—

(i) a single shot will be discharged in the air. If this is ineffective,

(ii) the first round fired into a body of rioters will invariably consist of buck-shot instead of ball.

Note.—It should be clearly understood that *blank cartridge* is never to be served out to the Police employed to suppress a riot.

249-A. In every case in which the Police use firearms in suppressing a riot or in self-defence, an express report or a telegram—whichever is quickest—is to be sent to the Divisional Magistrate. In this report it must be stated whether any, and if so how many, persons were killed or injured.

Guards turning out.

250. Police parties at station-houses and Police guards over treasuries, etc., will 'turn out' to European Judges and Magistrates, to all Police officers above the rank of Inspector and to Inspectors in their own divisions. In Military cantonments, Police guards will also 'turn out' and 'present arms' to the Officer Commanding the division, the Officer Commanding the Cantonment, and the Cantonment Magistrate.

Salutes.

251. Police officers will salute all Civil and Military European officers of Government, all European gentlemen and all Native Magistrates.

Musketry Instruction.

252. Considerable attention should be paid to the Musketry Instruction of recruits and to the regular Ball practice of the men. Recruits should go through a course of 'Position Drill' as laid down in the Drill Manual; and the men should have half an hour's practice at the same drill once or twice a week.

Ball Practice.

253. The allotment of ammunition is given in P.O. No. 546. Ball practice must be held regularly *in the commencement of each quarter* and a second time for all the absentees at the first firing. A register of shooting should be kept in each division and it will be initialled by the Inspector at the close of the practice which will invariably be carried out in his presence and under his orders. *Vide* Forms Nos. 116-A, B, BB, C, D and E of Volume II.

If a certain constable has not been taken out for practice during the quarter, the reason must be recorded in the register thus:—

"On 3 months' leave from 1-4-99."

"Received from C. Division—on 25-6-99," and so on.

In Reserves armed with Martini-Henry rifles, silver good-shooting badges will be conferred on men making 230 points, and worsted badges on those making 220 points, at the conclusion of a year's practice.

In Reserves armed with B.L. muskets .476" bore, men who secure an average of centres at the end of a year's practice will be given a silver badge.

In the case of the Taluk Police the minimum to qualify for a good-shooting badge is 50 points.

These badges are to be worn on the upper part of the left arm.

Whistle Calls.

253-A. The following system of whistle calls will be observed:—

One short whistle—The beat constable is wanted.

Two long whistles—Danger; all who hear must come.

Instruction of Inspectors.

254. Inspectors on appointment to the department obtain their initial training at the Provincial Training School, Vellore.

255. (a) On being posted to a district from the Training School an Inspector should be attached to an experienced and reliable Inspector for further training. It will be left to the discretion of District Superintendents to determine the length of this period, but it should never be less than two months. The probationary Inspector should write diaries in which he should be encouraged to ask advice and instruction which Superintendents will freely give.

(b) The progress made by probationary Inspectors should be reported upon quarterly in Form No. 117, Volume II. These quarterly reports will be

regularly submitted until the probationary Inspector is confirmed or until his probation is ordered to cease. One form should contain the names of all the probationary Inspectors in the district, more sheets being added where space is insufficient.

These quarterly reports are not to be treated as routine matter, but to be personally attended to by the Superintendents.

The period of probation of all Inspectors should be as brief as is possible. It is far better for the department and for the Inspector himself that, if he is not likely to suit the department, he should be told so at the earliest date possible. Superintendents will remember this and not allow probationary Inspectors to go on their full two years without warning them of their unsuitability for Police work, and then suddenly recommend that their period of probation should cease. Such a course is very hard on the men and burdens the department with useless men longer than is necessary.

A register will be kept in the Inspector-General's office of all reports due from Superintendents under this order and punctual regularity in the submission of these reports will be insisted upon.

Annual Report on Inspectors.

(c) As regards the annual report on Inspectors (Form No. 5, Vol. II), the plea of inability of Superintendents to state their opinion on Inspectors from want of long acquaintance with the district cannot be permitted. If the confidential book on Inspectors is properly maintained, every Superintendent should be able to report fully on each Inspector. The Inspector-General will not be satisfied by mere brief notes that conduct is satisfactory and so on. Every Superintendent should state of each Inspector his general opinion of him and also the particular points in which the Inspector either has failed or has succeeded in the past year, his power of maintaining discipline, and his power of preventing crime, his detective ability, and his general character.

School for Children.

256. A head constable of the third or fourth grade will be allowed, as a schoolmaster, at stations where found absolutely necessary, for the instruction of the children of the men who choose to avail themselves of the opportunity. A school-room will be provided in the lines, if possible, for the children.

Chapter X.—Police Uniform.

Section I.—General Rules.

* **257.** All gazetted officers when employed in their daily duty must appear in uniform. Uniformity is the one great rule to which adherence is strictly enjoined.

257-A. When the Inspector-General or the Deputy Inspector-General arrives in any district before 9 P.M. or after 5 A.M. on inspection, he should be received by the Superintendent or the Assistant Superintendent, as the case may be, in uniform. Deputy Inspectors-General should insist on Superintendents and Assistant Superintendents wearing uniform on all occasions when uniforms should be worn.

* **258.** (a) (i) On State occasions when officers are required to appear in full dress, an order to that effect is usually notified in the *Fort St. George Gazette*.

(ii) On ordinary Police duty undress uniform will be worn; on all other occasions Police officers will conform with the description of uniform adopted by Military officers.

(iii) Watch chains and trinkets are not to be worn with uniform of any kind.

Note.—Probationers and Acting Assistant Superintendents are not required to provide themselves with full dress or mess dress.

(b) Badges of rank in silver will be worn on shoulder straps—

Inspector-General	1 Crown and 2 Stars.
Deputy Inspector-General	1 Crown and 1 Star.
Superintendent	3 Stars.
Assistant Superintendent	2 Stars.
Probationer	1 Star.

Military officers will wear their Military badges of rank.

Note.—Acting officers will continue to wear the badge of their permanent rank.

* **259.** It will be understood that it is a *rule absolute* that Policemen are at all times to appear in uniform, neatly and completely dressed, unless otherwise ordered by a superior officer for special purposes only. District officers and Deputy Inspectors-General are not at liberty to alter this rule. Uniforms to be worn by the different grades of Police officers are specified in subsequent orders.

Note.—In Malabar, South Canara, the Nilgiris and other hill tracts of the Presidency, Superintendents are permitted, with the sanction of the Deputy Inspector-General, to lay down the periods during which each kind of uniform is to be worn.

Section II.—For Superior Officers.*

Full dress.

* **260. (a) Tunic.**—Dark blue cloth, edged all round (except the collar) with black mohair square cord; black velvet collar and cuffs. The collar edged at top and bottom with $\frac{3}{8}$ inch black mohair lace, and eyes of black mohair tracing braid above the bottom lace forming a crow's foot at the centre. Cuffs pointed $3\frac{3}{4}$ inches deep. An Austrian knot of black mohair square cord extending to $8\frac{1}{4}$ inches high, a black tracing braided figure on the cuff below forming a treble eight. The skirt rounded off in front, closed behind and lined black. On each side of the breast five loops of black square cord with netted caps and drops fastening with black olivets, on each back seam a line of the same square cord forming three eyes at the top passing under a netted cap at the waist below which it is doubled and ending in an Austrian knot reaching to the bottom of the skirt.

Shoulder straps of universal pattern of black square cord fastened to a small netted black button.

(b) *Trousers.*—Dark blue cloth with $1\frac{3}{4}$ inches black mohair oak leaf lace down outside seams fastened with black leather straps at the bottom.

(c) *Sword.*—Half basket hilt and back piece of steel with black fish skin grip, bound with silver wire, size of blade 33 inches long and $1\frac{1}{2}$ inches wide at the shoulder.

(d) *Scabbard.*—Steel or plated.

(e) *Sword Knot.*—Blue and silver cord with blue and silver acorn.

(f) *Sword Belt.*—(To be worn under the tunic)—Brown Russia leather $1\frac{1}{2}$ inches wide with two stripes $\frac{1}{4}$ inch silver embroidery; slings 1 inch wide and with two stripes of silver embroidery $\frac{1}{2}$ inch wide to match, and silver plated mountings. Waist plate round silver plated clasp with monogram (M.P.) in the centre and a laurel wreath on the outer circle. *Vide* note under P.O. No. 260 (g).

(g) *Pouch.*—Brown Russia leather flap 6 inches wide and $3\frac{1}{2}$ inches deep with a silver badge (E.R.I. surmounted by a crown) encircled by a laurel wreath in the middle; one stripe of $\frac{1}{2}$ inch silver embroidery slightly within the edge all round.

Note.—The pouches of the Inspector-General and Deputy Inspectors-General will have one extra stripe of silver.

(h) *Pouch Belt.*—Brown Russia leather 2 inches wide with a stripe of $\frac{1}{4}$ inch silver embroidery down each side (slightly within the edge) and one in a scroll down the centre. Silver ornamented buckle, tip and slide, with E.R.I. in the centre of the tip,—to be worn over the left shoulder with the buckle, tip and slide at the back.

(i) *Boots and Spurs.*—Wellington or plain ankle boots with spur boxes, steel crane neck spurs, 2 inches long.

(j) *Gloves.*—White doeskin or white kid.

(k) *Helmet.*—White Military Regulation with silver chin chain fastening at the sides by hooks under the side of the helmet passing from

* Sealed patterns of Police uniform can be seen at Messrs. Moses & Co., Mount Road, Madras.

under the left side of the helmet across the front; and hooked to a silver rosette and hook just under the base of the spike on the right. Spike silver cavalry pattern with leaf pattern base.

Note.—Chains will be worn under the chin with full dress uniform and on mounted duty and hooked up with undress.

(*l*) *Pugree.*—A plain cream coloured pugree with a silver monogram (E.R.I. with 'Madras Police' round the scroll and red cloth under the monogram) in front of the helmet, the lower edge of the monogram just touching the upper line of the pugree.

Undress.

* **261.** (*a*) *Patrol Jacket.*—Dark blue cloth, stand-up collar rounded in front; edged all round (except the collar) with 1 inch black mohair lace, back seams trimmed with the same lace and four loops of the same lace down the front on each side at equal distances with an olivet on each loop, top loop extends to the shoulder seam and the bottom 1 to 4 inches. Pointed cuffs 5 inches deep, and pockets in skirt in front to be trimmed with the same lace, side seams open 5 inches long. The collar edged top and bottom with $\frac{3}{8}$ inch black mohair lace. Shoulder straps of the same material edged all round except the base with the same $\frac{3}{8}$ inch lace and fastened to a black netted button.

(*b*) *Trousers.*—Same as full dress.

(*c*) *Helmet.*—As in full dress; but worn without the spike and chain when the sword is not worn. *Vide* P.Os. Nos. 260 (*k*) and 261 (*e*).

(*d*) *Forage Cap.*—Dark blue cloth $2\frac{3}{4}$ inches high without peak rounded on the top, with a band $1\frac{1}{2}$ inches black mohair oak leaf lace, black netted button, and braided figure on the crown, black patent leather chin strap, a silver embroidered badge in front, with monogram M.P. in a laurel wreath surmounted by an Imperial crown.

(*e*) *Sword and Sword Knot.*—As in full dress.

Note.—It should be the rule, not the exception, to wear swords; at all parades and inspections by the Deputy Inspector-General or Inspector-General, swords should invariably be worn.

(*f*) *Sword Belt.*—(To be worn under the patrol jacket.) Thick brown leather, plain, $1\frac{1}{4}$ inches wide, slings 1 inch wide, plated mountings with snake hook fastener.

(*g*) *Pouch and Pouch Belt* will be worn whenever the sword is worn. *Vide* note to (*e*) above.

(*h*) *Spurs, Straps, Gloves and Boots.*—As in full dress.

(*i*) *White Drill Patrol Jacket.*—Of the same shape as blue patrol jacket with white braid; without olivets.

(*j*) *White Drill Trousers.*—Plain without braid. To be worn only with the white patrol jacket.

(*k*) The following undress uniform for ordinary district work is *optional*. Sealed patterns can be seen at the Chief Office:—

Coat.—White drill or dark blue serge, flannel or diagonal (according to the season) patrol jacket shape and cut, the same length but rather loose: patch pocket with flaps on each side of breast, outside with hole and small Regulation plated button in centre of the flap with a box pleat down the

centre, left open, so as to admit of expansion. The pocket slightly rounded off at the bottom, with centre pleat closed. The pockets should rest above the waist band. Two pleats about 3 inches long, each side of the neck in front, running slightly diagonally from the collar seam in the direction of the arm hole. Five holes and *Medium Regulation plated buttons* (monogram M.P. and a crown) down the front. The back having a yoke, sufficiently wide to cover the shoulder seams, ending under the shoulder straps, and not too deep. Sleeves cut plain, with pointed cuffs, having a slit, with two holes and *small Regulation plated buttons*. Three small pleats on sleeves, immediately above the cuff (one in the centre of the chevron and one on each side), waist band cut to fit the waist on the inside. Shoulder straps of the same material as the coat, fastened with *small plated Regulation buttons*, with badges of rank in silver. The coat to have 2 slits (one up each side) of 5 inches depth. The collar square in front, fastened with 2 hooks and eyes.

(1) *Service Cap*.—A cap made of dark blue cloth, seams edged with silver eye cord and with a badge (monogram E.R.I. in a wreath surmounted by a crown; all in silver embroidery) may be worn with the mess dress and also with undress uniform, but for district work only.

Mess Uniform.

*262. (a) *Mess Jacket*.—Dark blue cloth edged all round with $\frac{3}{4}$ inch black mohair braid, black velvet stand up collar and cuffs; collar trimmed top and bottom with $\frac{3}{8}$ inch black mohair braid, forming eyes in centre, of black Russia braid with a crow's foot in centre extending to the upper braid. A loop of black Russia braid at bottom of collar to fasten across the neck by a black hook. Six black olivets in front on the left side. Cuffs pointed 3 inches high, trimmed with black square cord finishing in an Austrian knot above and a double crow's foot and eye of black Russia braid below. Height of cuffs not to exceed 7 inches from the bottom of sleeves. Jacket lined with black silk.

Shoulder straps of black double Russia braid 'Universal Pattern,' fastened to a small netted black button.

(b) *Mess Waistcoat*.—Dark blue cloth open half way in front, edged with silver. Tunic braid all round forming an eye at each point. Pockets edged with the same braid above and below forming a single eye at each end. A row of silver tit studs in front on the left side and fastened with hooks and eyes.

(c) *Trousers*.—As in full dress.

(d) *Tie*.—Narrow black silk.

(e) *White Mess Jacket*.—Made of white drill or satin jean plain without braid or buttons with upright collar, fastened with a loop of white braid across the neck in front, sleeves with pointed cuffs of the same material, 5 inches high, shoulder straps also of the same material fastened to a small plated half ball button at top, with badges of rank in silver, one inside breast pocket.

(f) *White Mess Waistcoat*.—Made of white Marsella, plain open half way in front fastened with 4 plated half ball buttons.

(g) *White Trousers*.—Plain without braid. To fasten with black leather straps at bottom.

(h) *Forage or Service Cap*.—Vide P.O. No. 261 (d) and (e).

(i) *Boots and Spurs*.—Same as in full dress.

Mounted Duty.

* **263.** (a) *Breeches*.—White corded moleskin in full dress as well as undress.

(b) *Boots*.—Brown grained calf Riding Elcho boots with plated fittings.

(c) *Spurs*.—Steel jack spurs with steel chains over and under the boots.

(d) *Horse Equipment*.—The same as for mounted officers of infantry regiments.

Note.—Hunting saddles and bridles may be used on ordinary district work.

Section III.—For Subordinate Officers.

Inspectors.

* **264.** (a) *Patrol Jacket*.—Dark blue cloth, with stand-up collar rounded in front, edged all round (collar included) with $\frac{1}{2}$ inch black mohair lace, with 4 loops of the same across the breast but without lappets (hanging loops); back seams to be also trimmed with mohair lace; pointed cuffs, 5 inches deep, with a mohair lace chevron trimmed with black Russia braid ending in a crow's foot on the top (the first and second classes to have two chevrons); two pockets in the skirt in front trimmed with mohair lace; side seams open to 5 inches from the bottom.

Shoulder straps of double square cord stitched together and fastened to a small netted black button.

(b) *White Patrol Jacket*.—Of the same pattern as above, but trimmed with $\frac{1}{2}$ inch flat cotton braid; 4 loops, without lappets (hanging loops) across the breast; fastening with hooks and eyes.

(c) *Trousers*.—Blue cloth with a stripe of mohair lace 1 inch wide down the outer seams; *White Trousers* to be worn with the white jacket only.

(d) *Forage Cap*.—Dark blue cloth $2\frac{1}{2}$ inches high, with patent leather drooping peak ornamented with $\frac{1}{4}$ inch silver embroidery; band of $1\frac{1}{2}$ inches black lace, oak leaf pattern, edged top and bottom with silver Russia braid; silver pearl button with 8 loops of silver Russia braid on the crown; silver plated crown on the band in front.

(e) *Helmet*.—White Regulation shape with fine Turkey red pugree edged top and bottom with silver Russia braid. A plated spike and curb chain to be worn on occasions of ceremony and at other times when ordered. The spike to have a dome base and to be 3 inches high from base of dome.

(f) *Sword Belt*.—Black leather $1\frac{1}{2}$ inches wide, slings 1 inch wide, silver buckles and snake clasp.

(g) *Sword Knot*.—Black silk cord with acorn.

(h) *Boots*.—Wellington or plain ankle boots.

(i) *Spurs*.—Steel crane neck.

(j) *Straps*.—Steel chain.

(k) *Gloves*.—Inspectors, European and Native, of all grades, when in uniform, will wear 'white doeskin gloves.'

(7) The following undress uniform for ordinary district work is *optional*: its introduction is purely with a view to save Inspectors' expense entailed by the constant wear and tear of the more expensive blue cloth and white braided uniforms.

Coat.—White drill or dark blue serge (according to the season) patrol jacket shape without any braid, fastened with five small Police buttons in front; pocket with pointed flap, on each side of breast, outside; buttons in centre of flap-cuffs pointed; collar slightly round with one hook in front. Shoulder straps of same material as the coat, fastened with small Police buttons. Metal monogram to be worn on the shoulder straps and a metal crown at each side of the collar. The crowns and monograms to be worn only on above-mentioned jackets. (Sealed patterns can be seen at the Chief Office.)

Native Inspectors are to wear the uniform above described, except that in place of the helmet and forage cap they are to wear a Madura red turban trimmed with lace 1 inch wide, neatly tied.

Note.—So long as the turban is red, has the required breadth of gold lace stitched on or woven into it and is suitably tied, there is no objection to Inspectors procuring turbans of superior quality, but nothing in the shape of loose ends hanging down will be allowed. All the Hindu Inspectors in one district should wear their turbans in one uniform fashion. Muhammadan Inspectors will, however, be allowed to tie their turbans in a slightly different way.

* 265. (a) *Mounted duty*.—White drill breeches and black Elcho boots with plated fittings.

Spurs.—With steel chains over and under boots.

Optional uniform.—Khaki breeches and woollen putties (similar to those worn by men) and ankle lace boots.

(b) Whenever swords are worn, all Inspectors will, in addition to the prescribed uniform, wear a—

pouch belt of black leather $2\frac{1}{2}$ inches wide, with silver Royal cypher surrounded by the motto 'Madras Police,' and surmounted by a crown enclosed in an oak leaf wreath; a silver whistle and chain; *pouch* of black leather, flap 6 inches wide by $3\frac{1}{2}$ deep, with E.R.I. surmounted by a crown. The belt to fasten to pouch with silver buckles and staples.

European Sub-Inspectors and European and East Indian Head Constables.

* 266. (a) *Patrol Jacket*.—Dark blue cloth, with stand-up collar rounded in front, edged all round (collar included) with $\frac{1}{2}$ inch black braid; pointed cuffs, 5 deep, pockets in skirt in front and back seams all trimmed with the same braid; side seams open 8 inches. Jacket to fasten with 6 Madras Police buttons. A silver crown on the point of each cuff.

(b) *White Patrol Jacket*.—Of the same pattern, but trimmed with $\frac{1}{2}$ inch white braid.

(c) *Trousers*.—Dark blue cloth, with a stripe of 1 inch black braid down the outer seam. White trousers to be worn only with the white jacket.

(d) *Helmet*.—White Regulation pattern with Turkey red pugree.

(e) *Forage Cap*.—Dark blue cloth, $2\frac{1}{2}$ inches high all round, with patent leather drooping peak; band of $1\frac{1}{2}$ inches black oak leaf braid, with

badge in front 'Police Sergeant' or 'Head Constable' (as the case may be) surmounted by a crown; a black netted button and trimming on the crown of the cap.

(f) *Gloves*.—'White cotton.'

(g) European head constables will be armed with swords similar to those issued to Inspectors. Waist-belts (to be worn under the coat) and slings of brown leather with brass mountings are to be used with these swords.

Head Constables and Constables.

* **267.** (a) *Head constable, first grade*.—A silver crown on the lower part of each sleeve—above a loop of white or khaki braid.

Head constable, second grade.—A triple silver chevron and crown on the upper part of the right sleeve.

Head constable, third grade.—A double silver chevron and crown on the upper part of the right sleeve.

Head constable, fourth grade.—A single silver chevron and crown on the upper part of the right sleeve.

Note.—Head constables will wear a small crown on shumla above the three stripes of silver lace. For each turbau including the shumla $2\frac{1}{2}$ yards of silver lace $\frac{1}{4}$ -inch wide will be allowed.

First-class constable.—A single red chevron on the upper part of the right sleeve.

(b) Head constables not in charge of stations will wear a red waist sash fastened with a buckle or clasp instead of belt.

(c) When a sword is worn, a leather belt and not the sash will be worn.

(d) The ammunition pouch will be worn on the waist belt behind, over the small of the back. When firing, the pouch should be moved round and worn in front on the right side of the buckle.

(e) European and East Indian head constables and constables will not wear a sash.

(f) Numerals are to be worn by constables on the shumla, baton will be slung in the waist belt and will never be carried in the hand except when drawn for actual use.

(g) A constable appointed to act as head constable in a vacancy wears the distinguishing marks of the rank in which he is acting.

(h) A constable placed in charge of a station to which no head constable is allocated wears a double red chevron on the upper part of the right sleeve: chevrons required for this purpose may be made up in District stores.

Note.—A warm coat and a blanket will be given quadrennially to each of the clerks employed in the offices of the Superintendent in Jeypore, the Assistant Superintendent in Balliguda, and the Assistant Superintendent in Bhadrachalam.

The wearing of badges, unauthorized by the Inspector-General, of any sort or description on turbans or elsewhere by Inspectors or other Police subordinates is strictly forbidden. The uniform is laid down and that only must be closely adhered to.

Station-house officers.

267-A. Station-house officers will wear the following :—

White patrol jacket.—White drill cloth, with stand-up collar, rounded in front, edged all round (collar included) with $\frac{1}{2}$ -inch white braid, pointed cuffs, with white braid, pockets in front on both sides of the chest, with flaps fastened with a small Police button and back seams all trimmed with $\frac{1}{2}$ -inch white braid. Coat to fasten with five ordinary Madras Police buttons, No. 2.

Turban.—A Turkey red turban with two small stripes of lace tied in the manner of Inspectors' turbans on a pith frame.

Sword belt.—Will be worn under the *patrol jacket*, the hilt of the sword outside.

Note.—The frog will be slightly lengthened in the District stores in order to permit of this.

Station-house officers will not wear chevrons or crowns, but head constables of the first grade who are station-house officers will, like other first-grade head constables, wear crowns on the lower part of each sleeve of their coats.

Note.—Constables whenever in charge of stations will not wear the uniform prescribed for station-house officers.

Reserves (District as well as Special) and Hill Police.

268. Reserves and Hill Police will be dressed in khaki with a dark green turban and shumla and brown woollen putties, and will wear knickerbockers instead of trousers.

Head constables will wear an olive green silk sash, and first-class constables, olive green cloth chevron.

Officers and Inspectors will also wear khaki. The former will wear khaki helmets with khaki pugrees and the latter khaki helmets with dark green pugrees.

Native Inspectors in the Hill tracts, where the men all wear khaki, will wear green turbans trimmed with silver lace and brown leather accoutrements.

Chapter XI.—Rules affecting the Personal Conduct and Interest of Persons employed in the Department.

Connection of Public Servants in Landholding and Commercial Speculations.

* 269. The following is a brief summary of important orders which have been issued from time to time on this subject :—

(1) Covenanted Civil Servants. Military officers in civil employ, and all persons holding civil offices ordinarily held by covenanted or commissioned officers of the two classes above mentioned, are prohibited from acquiring or holding land within the province in which they are employed or with the administration of which they are concerned, whether that connection be permanent or temporary. This prohibition does not extend to land occupied merely by buildings for residence and their usual appurtenances.

(2) Uncovenanted officers exercising independent judicial or other public revenue functions, whether of European, Eurasian or Native descent, are not debarred from acquiring or possessing landed property in British India for agricultural purposes, provided that they must not hold landed property in the districts in which they are employed. Although Uncovenanted officers are not precluded from holding land, it is inexpedient that appointments which necessarily confer a considerable amount of power and influence on their occupants, such as those of Munsif, Deputy Collector and Tahsildar, should be filled by persons holding landed property within the jurisdiction attaching to such appointments.

Note.—As regards constables the rule need not be strictly enforced. Each case will be disposed of on its merits.

(3) The term 'district' in these rules will, in the case of officers of and above the rank of Assistant Superintendent of Police, be taken to mean the whole of the revenue district within which such officer exercises for the time being any public function, and in the case of Inspectors of Police or station-house officers, the whole of the revenue taluk within which such officer exercises for the time being any public function.

(4) When Uncovenanted servants in superior service become possessed of land, or of an interest in land, within their districts, by individual inheritance or as members of a family, or are transferred to districts in which they already own land, they will at once communicate all particulars respecting such land to the authority by whom they are appointed.

(5) The prohibition against holding of lands extends also to the acquisition by purchase, bargain, mortgage, transfer or otherwise, of any interest in landed property.

(6) Uncovenanted Revenue and Judicial officers in superior service are prohibited from purchasing, directly or indirectly, any kind of property, moveable or immovable, at sales on account of Government dues or under the orders of a Court, within the districts in which they are for the time being employed.

(7) Large acquisitions of land on the part of Uncovenanted officers by purchase or otherwise, with a view to agricultural profit under the Waste Land Rules or otherwise, will not in any case be permitted, even though the holding of such land is not contrary to the provisions of rule 2.

(8) The prohibitions contained in rule 2 will not be held to apply to a house or houses for personal residence with the usual outhouses, stabling and appurtenances (*e.g.*, vegetable or fruit gardens), or to public topes planted under the tope rules. But the cultivation on lands held as appurtenances to buildings for residence, of cinchona, tea or other products which have a commercial value, for purposes of profit (except so far as prospective profit may arise from an increase to the probable value of the estate owing to such cultivation) is strictly prohibited, as is also the sale, whether public or private, of any produce of such lands.

(9) No Uncovenanted officer who may be in possession of landed property in British India or elsewhere, to whatever branch of the service he may belong, shall apply any portion of the time and attention which ought to be devoted to his public duties to the management of that property; nor shall longer or more frequent leaves of absence than he would otherwise receive be allowed to him in order to attend to such property.

(10) The above rule applies also to the management of landed property held or administered by the wife of an Uncovenanted officer, or by any other member of his family living with, or in any other way dependent on, him.

(11) Civil Servants and Military officers in the actual service of the Crown in India are prohibited from holding lands in a Native State for any purpose whatever. This prohibition does not extend to land occupied merely by buildings for residence and their usual appurtenances.

(12) With regard to investments other than those in land for the profits of cultivation, officers of every rank and class in the public service are expected to abstain from any investment (though of itself unobjectionable) which interests them privately in affairs or undertakings of the kind with which their public duty is connected. Subject to this general proviso, there is no objection to Government servants holding shares in mining or other companies (including agricultural companies) having for their object the development of the resources of the country, provided that they must not take part in the management of any such company, and that they must not be employed in the districts where the operations of the company with which they may be connected are carried on.

(13) In the matter of taking part in the management of a company, it has been decided that the prohibition was intended to apply not only to the participation of Government officers in the direction of those companies which are designed to develop the resources of the country, but also to preclude such officers from taking part in the direction of such institutions as banks. It has also been held that the prohibition against officers taking part in the management of a company applies to public servants on leave equally with those in active service, but that it does not extend to officers who, with the consent of the Government of India, take service under Railway companies working under concessions from Government; nor does it apply to the management of the associations which are established *bona fide* for the purpose of mutual supply, and not of trade and trade profit (provided, in this latter case, that the interests of Government do not suffer by the double employment of the officers concerned). Although the prohibition against taking part in the management of a company cannot, taken literally, be held to debar an officer from taking part as promoter or as one of the applicants for registration in the memorandum of association, the Governor-General in Council has held that the danger against which the prohibition was aimed—namely, that of official influence being abused or official trust betrayed—is, under such circumstances, not much less than if the officer took part in the management after the company has been started. Government servants are, therefore, distinctly forbidden to take any part in the promotion or registration of companies.

- (14) It is a standing order that servants of Government are required to abstain from speculative investments,

* The Government of India consider that there exists an essential difference between permanent and speculative investments—that the distinction is one of motive, and that the frequency of a man's purchases and sales may be, and usually is, very good evidence of his motive in effecting them. If an officer habitually buys and sells securities of a value notoriously fluctuating, it is clear that he is addicted to speculation and he thereby undoubtedly lays himself open to the disapproval of Government, which can be expressed in various ways, and in a degree proportionate to the nature of the dereliction. If he engages in such pursuits to an extent which attracts public notice and unfavourable remark, so that his integrity or his application to his public duties is discussed and doubted, then he has given rise to a scandal with which the Government will have to deal.

but no literal definition has been laid down as to the stage at which, or circumstances under which, the holding of land or other valuable property becomes speculative. It is obviously speculative to secure a grant of land supposed to be auriferous with the object of disposing of it hereafter to companies. Habitual speculations by officials have been always held to be an evil; and the Government have reserved to themselves full power to deal stringently with the practice whenever it appears to prevail. The general distinction which exists between permanent and speculative investments is sufficiently described in the extract given in the margin* from Home

Department letter to the Government of Bengal. No. 1495, dated 10th April 1873.

- (15) All public servants are forbidden to engage in trade.

* 270. (a) In addition to the special reports required under P.O. No. 269 (4) above, every Uncovenanted officer in superior service should submit to the Inspector-General of Police in the case of officers of and above the rank of Assistant Superintendent, and to the District Superintendent in the case of subordinate officers, not later than the 15th January of each year, a statement of all immoveable property purchased or otherwise acquired by him, in Form No. 117-A, Vol. II.

If the officer prefers to do so, he may, in any year in which he has neither acquired nor become dispossessed of landed property, submit, instead of the return in Form No. 117-A, Vol. II, a certificate to the effect that there has been no change in his landed property during the year. The certificate should be as follows:—

“I, A. B., do solemnly declare that since the submission by me of the ^{return} ~~return~~ on ^{certificate} ~~certificate~~ ——— I have not acquired or become possessed of, either in my own name, or in that of any other person, or relinquished or otherwise disposed of, any immoveable property, or any beneficial or other interest in immoveable property.”

The first return submitted by every officer will continue to be in Form No. 117-A, Vol. II, and that form must also be employed if an officer has become possessed or dispossessed of land during the year.

(b) The particulars required to be furnished under the preceding rule should embrace all immoveable property acquired or registered in the name of, or held or managed by, the wife of the officer making the statement, or by any other member of his family living with, or in any other way dependent on, him. In the case of Malayali officials who follow the Marumakkatayam law, the statement should include acquisitions of landed property by their consorts, whether such landed property comes in the shape of gifts from the husbands or is acquired by means of gifts in money, jewels or other property.

† Here enter the date of the last return submitted in Form No. 117-A, or of the last certificate.

(c) The particulars furnished under clause (a) above will, in the case of officers of and above the rank of Assistant Superintendent, be duly entered in registers maintained in the Chief Office in Form No. 118, Volume II. In the case of subordinate officers down to first-grade head constables, the particulars will be embodied in a statement in similar form which will be attached to their service books, every entry or alteration in such statement being duly attested by the Superintendent of Police. In the case of head constables of the second and lower grades and of constables the particulars furnished will be entered in registers which will be maintained by the Superintendents of Police in the same form as that above alluded to, and the statements filed in the District office.

Note.—Returns and certificates submitted in subsequent years will be filed and kept with the return in Form No. 117-A furnished on enlistment.

(d) Candidates for appointments in superior service under Government must submit a statement, in the form above referred to, giving particulars of all landed property in which they have an interest, along with their applications for appointment, on pain of summary rejection of such applications.

(e) Care should be taken that delusive entries in the returns required under these rules are not permitted. Any attempt to mislead a superior in this respect, and any failure to give full and correct information, will render the officer concerned liable to dismissal from the public service. Officers should make careful enquiry on this subject while on tours of inspection, and Inspectors will be held responsible for irregularities remaining undetected.

* 271. Police officers are prohibited from purchasing grain of any sort from heads of villages or ryots within their respective jurisdictions, except such grain as may be purchased for consumption when on tour.

Pecuniary Transactions.

* 272. The following are the rules under this head. They must be considered applicable to European public servants of all descriptions, Civil, Military and Uncovenanted :—

(1) Whenever a European public servant wishes to dispose of a house, bungalow, elephant, horse or carriage, or other valuable property, to any native within his jurisdiction, or within the limits of the district in which he is employed on the public service and from which he is not about to remove, he must report his intention to the head of his department, stating the facts and circumstances, and the price offered for the article to be sold. Such head will signify his approval in all ordinary cases, and apply to Government for sanction only when the property or animal to be sold comes in his opinion within the term *valuable*. The same remarks apply to purchases.

(2) Whenever a European public servant is about to quit his station or district permanently or for a considerable period, and wishes to dispose of his house, bungalow, elephant, carriages and horses, and the like property of value to native purchasers, he shall report his intention to the head of the department and that authority will use his discretion in allowing the transaction, or in reporting the circumstances to Government for further orders.

(3) Whenever a European public servant, on quitting his station or district, wishes to dispose of his furniture, household goods, live-stock, etc., he is at full liberty to do so either by circulating lists of such property amongst the community generally, or by having the same put up to public auction, without

reference to any authority whatever. All that is necessary is, that the transaction should be open and patent to everybody on the spot.

Note.—The above rules are not applicable to *bond fide* transactions with regular dealers.

(4) All Covenanted Civil Servants, Statutory Civilians, Uncovenanted officers who hold gazetted appointments or other positions of trust and responsibility and Military officers in civil employ, are prohibited, under pain of dismissal, from taking loans from, or otherwise placing themselves under pecuniary obligations to, persons subject to the official authority or influence of such Government officers, or residing, possessing property or carrying on business within the local limits for which such Government officers are appointed. This prohibition does not, however, extend to transactions in the ordinary course of business with Joint Stock Banks and British firms.

Note.—It is not necessary and expedient to attempt to define all the transactions to which the prohibition applies. It clearly includes all gifts of value, loans, credits, advances, supply of articles or accommodation at undue rates or for insufficient consideration, and sales of property for inordinate prices; and, while it is evident that no honest man will find any difficulty in applying the rule to his individual case, the Government will not be induced by any unworthy plea of non-violation of the letter of the rule to pass unpunished any disregard of its spirit, but will, on the other hand, visit such cases with their severest displeasure.

(5) In the case of non-gazetted officers the prohibitions from taking loans from persons subject to their authority or influence applies as in the case of gazetted officers, but with this difference that the prohibition is absolute in the latter case, while in the former it may be relaxed in exceptional cases with the sanction of Government.

(6) Uncovenanted officers in the executive service of Government are, like Covenanted Civil Servants and members of the Statutory Civil Service, prohibited from lending money at interest, whether directly or through relatives or other agents, to landholders, with or without security, within the sphere of their official influence, whether the security to be given is land or houses. In all cases in which such officers lend money a report should be submitted by them to the heads of the departments concerned who will satisfy themselves that not merely the letter but also the spirit of the rules has not been contravened. If the officer is himself the head of the department the report should be submitted to Government. The prohibition herein contained applies to loans to Europeans or Eurasians equally with natives. The fact that the officer lending the money is acting as a trustee under a marriage settlement, without profit or advantage to himself, in no way affects the prohibition. On a question being raised as to whether the owner of house property in a hill station or other town is included in the term "landholder," the Government of India have considered that it would not be safe for an officer to lend money on such security.

(7) It shall be obligatory on every public servant, whether European or Native, who holds a gazetted appointment or other position of trust and responsibility to disclose to the head of his department his indebtedness to any individual or individuals resident in the district to which he may be appointed or under orders of transfer. Failure to do so shall subject him to the same penalty as if the obligation were incurred after his appointment or transfer.

(8) The prohibition contained in rule 4 above will also apply in the Police department to the Manager in the office of the Inspector-General of Police, Inspectors of Police and station-house officers, Superintendent, District Inspectors, Inspectors and Sub-Inspectors in the City Police and the Manager of the office of the Commissioner of Police. In the case of other subordinates, the prohibition cannot be strictly enforced without hardship. The case of every such person will be disposed of by the Superintendent on its merits, and he will decide whether the borrowing was improper and, if so, what punishment should be awarded.

* **273.** Inspectors and others are not required to sever their connection with associations the object of which is the mutual assistance of subscribers. It will be sufficient if they do not concern themselves in the direction and management of such associations.

* **274.** (a) Civil and Military servants of the Government are prohibited from entering into pecuniary arrangements with members of the service or department to which they belong in connection with the resignation of any appointment held by them. Officers of Government are warned that any violation of these orders will be severely visited on the offender. .

(b) No servant of Government shall enter into any pecuniary arrangement whatever which shall involve the giving or receiving of a remuneration as an inducement to retiring from the public service.

* **275.** No officer of Government shall receive pay or allowance of any kind direct from any Railway company without, in each case, the special sanction of the Government of India. It is a well-understood principle that the Government does not allow its officers to take any pay or fees whatever from any other Government, or from any body or individual, unless the services of such officers are, by special permission, lent to such Government, body or individual.

Acceptance by Government Servants of presents from Native Chiefs and others.

* **276.** (a) The main provisions of the law on the subject are contained in 13 Geo. III., Chap. 63, Sections 23-24; 33 Geo. III., Chap. 52, Sections 62-63; 3 and 4 Wm. IV., Chap. 85, Section 76.

(b) The general prohibition extends to all servants of Government, Native or European, Covenanted or Uncovenanted, in whatsoever department they may be serving.

* **277.** (a) Where presents cannot absolutely be refused without giving offence, they must be delivered up to Government, and to this rule no exception whatsoever is permissible, save with the express sanction of His Excellency the Governor-General in Council, which will only be given under very special circumstances.

(b) The prohibition of the receipt of presents from Native Chiefs and others does not extend to the receipt of a few flowers or fruits, and articles of inappreciable value, although even such trifling presents should be discouraged.

Note.—No deviation from the above rules is permitted, except with the previous sanction of the Government of India.

(c) No officer of Government shall ask or accept pecuniary aid or subscriptions from Native Chiefs or officials of Native States in pursuance of private, public or semi-public objects, except with the sanction previously obtained of the Madras Government.

(d) The habitual use by European officials of Durbar vehicles and animals, or those belonging to native gentlemen is prohibited. There is, however, no objection to the proffered assistance of Native Chiefs being accepted on the rare occasions of State ceremonial or when a rapid or long journey has to be made exceeding the capabilities of a reasonable private establishment. But such courtesies should be accepted as seldom as possible.

and only under circumstances in which a gentleman would accept similar courtesies from another without incurring an inconvenient obligation. Officers should be careful in this respect not to expose their conduct to misconstruction.

Acceptance of Testimonials and Addresses by Public Servants.

* 278. The following are the rules for the receipt of testimonials and addresses by servants of Government:—

(1) Save as in these rules otherwise provided, all servants of Government, Covenanted or Uncovenanted, are forbidden to receive complimentary or valedictory addresses in any form; or to accept testimonials of any kind; or to attend public meetings or complimentary entertainments of a formal and public character held in their honour.

(2) The Government views with disfavour all similar manifestations in the case of retired officers, when following immediately upon their retirement from active service, and designed as an acknowledgment of acts done by them while in the service of Government.

(3) It is not intended to prohibit such an expression of regard for the private or official character of an officer retiring from service, or leaving his station or district, as is involved in a farewell entertainment supported by his personal friends, even though some of these may be his official subordinates. But it is expected that the proceedings on such occasions will be substantially of a private and informal character.

(4) Local Governments and Administrations are authorised to forward to an officer who has left a station or district the resolution of any local public body recording a vote of thanks to him for help and advice afforded during his official connection with the station or district.

(5) Nothing in the above rules is meant to prohibit compliance with the request of a public body that a Government officer should sit for his portrait, bust or statue in recognition of his public services; provided that the portrait, bust or statue is not intended for presentation to the officer concerned.

(6) The participation of Government officers in the raising of funds for the foundation of scholarships, or for procuring a portrait, bust or statue, as a spontaneous recognition of the services of a Government officer is not forbidden; but it should be clearly understood that any solicitation on the part of officers of Government for subscription from any person who does not voluntarily come forward to contribute, is disapproved by the Government of India.

(7) The previous sanction of the Government of India must be obtained to the relaxation of these rules in any special case in which the Local Government or Administration may think this desirable.

The holding of a Durbar.

278-A. Whenever a Collector either under the instructions or with the sanction of Government holds a durbar, all officers of all departments stationed at the head-quarters of the district should attend it.

Connection with the Press.

* 279. The following are the rules as to how far Government officials are permitted to connect themselves with the press:—

(1) No officer in the service of Government is permitted, without the previous sanction, in writing, of the Government under which he immediately

serves, to become the proprietor, either in whole or in part, of any newspaper or periodical publication, or to edit or manage any such newspaper or publication. Such sanction will only be given in the case of newspapers or publications mainly devoted to the discussion of topics not of a political character, such, for instance, as art, science or literature. The sanction will be liable to be withdrawn at the discretion of the Government.

(2) Officers in the service of Government are not prohibited from contributing to the public press: but their position makes it incumbent upon them to confine themselves within the limits of temperate and reasonable discussion, and they are prohibited from making public, without previous sanction of Government, any documents, papers or information of which they may become possessed in their official capacity. These rules have been hitherto in most cases honourably observed. In case of a departure from them, or if the Government should consider the connection of any officer with the press to be contrary to the public interests, his liberty to contribute will be withdrawn.

(3) The Government of India will decide in case of doubt whether any engagements of officers with the press are consistent with the discharge of their duties to the Government.

Note.—Police officers are informed that it is a breach of duty to communicate departmental orders and intelligence to the public press without permission. Superintendents should carefully impress this principle on their Inspectors and office subordinates. Independently of the breach of trust involved in such a proceeding, the habit of judicious reticence is an essential characteristic of an efficient Police officer, and must at all times be carefully maintained.

Memorials.

* 280. (a) Public servants are prohibited from combining together for the purpose of memorialising any authority to which they may be subordinate.

(b) Every officer wishing to address a memorial to Government shall do so separately and not in concert with others, but this prohibition of joint memorials is not intended to apply to or affect the private interchange of individual opinions.

(c) Every memorial should be submitted through the head of the department to which the officer belongs or belonged. But there is no objection to a duplicate copy being transmitted direct to Government, provided that the memorial is marked as a duplicate.

Note.—(1) The head of the office or department will at once forward the petition to the Government through the ordinary official channel and make such remarks as he may consider necessary in regard to the accuracy of the statements made and inferences drawn in the appeal petition. He will also forward such records not submitted by the appellant as should properly be consulted in order to the disposal of the appeal.

(2) All petitions addressed to Government and forwarded to heads of departments for transmission to His Excellency in Council, must be sent on, but it is left to the discretion of the forwarding officer to decide whether any and what remarks on his part are necessary.

(d) No officer in the employment of Government may submit any memorial in respect to any matter connected with the official position which he occupies in which he is not personally interested, except as the agent of some person or persons unable to act in their own behalf. The personal interest referred to in this rule may be indirect.

No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer still in the public service, unless it is submitted by the officer himself.

(e) The general prohibition against the submission of joint memorials does not affect the case of any correspondence which the managers of service funds, *as such*, may have to conduct with Government.

Note.—For the rules regarding the submission, etc., of memorials addressed to His Majesty or to the Right Honourable the Secretary of State for India, the Governor-General in Council or the Government of Fort St. George, *see* Appendix, page 391.

(f) No memorial shall be submitted in a form set for general adoption, but shall be couched in the memorialist's own words and in temperate and respectful language.

(g) Any memorial contravening these rules will not be taken into consideration by the authority to which it is submitted, and the officer or officers submitting such memorials will incur the serious displeasure of Government.

(h) Officers may join in combined memorials when the matter about which they wish to petition is not connected with their position as servants of Government.

Vindication by Public Servants of their Public acts or character from defamatory attacks.

* 281. (a) It is a standing order that without obtaining the authorization of the Government to which he is immediately subordinate no officer of Government is permitted to have recourse to the Courts for the vindication of his public acts, or of his character as a public functionary, from defamatory attacks. In giving authority to institute proceedings, the Government will decide whether the circumstances of the case are such that the Government should bear the costs of the proceedings, civil or criminal, or leave the officer to institute the prosecution or suit at his own expense; and in the latter case it will also determine, in the event of the matter being decided by the Courts in the officer's favour, whether he should be recouped by Government the whole or any part of the costs of the action.

(b) The ruling above laid down does not affect an officer's right to defend his private dealings or behaviour in any way that he may be advised; but his official reputation is in the charge of the Government which he serves, and it is for that Government to decide in each case whether the institution of proceedings to vindicate his public acts or character is necessary or expedient.

(c) No officer of the Police department shall communicate with the press in respect of his official conduct or acts without the prior consent of the Government in writing.

Indebtedness.

* 282. (a) It is undesirable that a man who is in a chronic and hopeless condition of indebtedness should be retained in the Government service. The anxieties attendant upon such a state must necessarily greatly detract from the value of his work, besides exposing him to temptations to dishonesty, which, in such circumstances, it is very difficult to resist.

(b) It is, therefore, ruled that where a portion of the salary of a Government servant is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years

to repay, or when his indebtedness is proved by resort to the Insolvency Court, such Government servant will ordinarily be removed from the public service.

(c) The order of dismissal will be passed by the authority who is empowered to dismiss the Government servant for ordinary misconduct. If in any case such authority considers that for special reasons the punishment of dismissal should not be enforced, a report should be submitted for the orders of the Board of Revenue or other controlling authority in the case of non-gazetted officers, and of Government in the case of gazetted officers.

(d) Such reports should state clearly the circumstances of the case and the reasons for recommending special leniency. In the case of insolvency, the order of the Court being in all cases silent as to whether insolvency was the result of extravagance or otherwise, it will be the duty of the reporting officer to consider this point, and to bear in mind that reinstatement with arrears of pay [where the insolvent has been suspended with reference to clause (e) *infra*] or retention in service should only follow in cases in which the insolvent is practically blameless, and that the fact of Government servants standing security for friends is no excuse for insolvency.

(e) In cases where Government servants take the benefit of the Insolvent Debtors' Act, they may, pending adjudication under the Act, be suspended by the authority who has the power of appointment.

(f) Subsistence allowance, not exceeding the rates prescribed in article 193 of the Civil Service Regulations, will be allowed to officers placed under suspension pending adjudication of their cases under the Act, but the allowance shall not be continued for a longer period than six months without the special sanction of Government. In the case of imprisonment of Government servants for debt, pay may be withheld altogether, subject to the further orders of Government.

(g) An officer who has been removed from the service of Government on account of insolvency is ineligible for re-employment in any branch of the public service.

(h) The above rules are not applicable to hereditary village officers, who should be dealt with under the provisions of Madras Act III of 1895.

Public Servants and Official Documents.

* 283. (a) Except in cases where the publication of official papers is duly authorized by Government, the communication of such documents to the newspapers, or to any private person, otherwise than as provided for in the orders relating to giving copies to interested parties, is strictly prohibited.

(b) The practice of making use of official information in carrying on personal controversies is a course highly prejudicial to the public interests, and is not only at variance with the rules by which due discipline and obedience to superior authority can be adequately maintained, but is a positive breach of faith, inasmuch as no functionary has a right to reveal, without due authority from his official superiors, or the Home authorities, any fact or circumstance which may come to his knowledge in the performance of his duty, or to correspond with any one upon the instructions he may have received for his special guidance.

(c) It is not for a moment intended to debar officers of Government in private life from the same freedom in the discussion of public events which is enjoyed by all His Majesty's subjects; but when an officer has in the course of his duty become possessed of special information not yet made public, he should always be strictly on his guard against the temptation of divulging it, even to other servants of Government, when these are not officially entitled to his confidence. Irresponsible persons hearing facts of interest mentioned without reserve in the course of general conversation can scarcely be expected to refrain from repeating them to others, and thus giving them a premature and too often a garbled currency. Officers of Government are bound to be as reserved in respect to all matters that may come within their cognizance during the discharge of their public duties as lawyers, bankers, or other professional men in regard to the affairs of their clients.

Public Servants and Public Meetings held for attacking the official character of other Public Servants.

283-A. It is most improper and a gross breach of decorum for public servants to assist at a public meeting held for the purpose of attacking the official character of another public servant.

Public Servants and Politics.

* **284.** (a) Servants of Government have not the same liberty of action as private individuals, and are bound to hold themselves aloof from many movements of a political or *quasi*-political nature which are perfectly legitimate in themselves and which private persons are free to promote. Their participation in such movements is open to objection, because their connection with them is likely to create, and even to be appealed to for the purpose of creating, a false impression in the minds of ignorant persons that such movements have the countenance of Government, and because their influence with the community at large is liable to be impaired by their identifying themselves with the class by which the movement is promoted. The following rules have therefore been framed by the Government of India and should be strictly followed :—

(b) As a general rule no officer of Government should attend a political meeting, where the fact of his presence is likely to be misconstrued or to impair his usefulness as an official.

(c) No officer of Government may take part in the proceedings of a political meeting or agitation.

(d) If, in any case, an officer is in doubt whether any action which he proposes to take would contravene the terms of this order, the matter should be referred to the head of the department or district, and, if necessary, to Government.

Responsibility of Government Servants for acts done by their wives.

(e) It should be understood by officers of all grades in the public service that they will be held responsible for all acts done by their wives, which, if done by themselves, would constitute breaches of the rules for the conduct of public servants.

Appeals.

* 285. (a) Appeals from the decisions of Superintendents will lie to, and be disposed of in the first instance by, the Deputy Inspectors-General. They must be accompanied by—

- (i) the order of punishment,
- (ii) a copy of the District officer's minute, and
- (iii) an extract from the Defaulter Book.

(b) Petitions of appeals will not be attended to by the Inspector-General, unless accompanied by a copy of the Deputy Inspector-General's order.

(c) Appeals from Police officers still in the force must be forwarded through the District officer and the Deputy Inspector-General. In forwarding these appeals, officers should submit the necessary records and make any remarks which the allegations in the petition may call for.

The following information must also be given on a separate piece of paper, which will be attached to the first page of the record :—

- (1) Date of the District Superintendent's order.
- (2) Date of receipt of the order by the appellant.
- (3) Date of application for copy of minute.
- (4) Date of delivery of copy of minute to the appellant.
- (5) Date of presentation of appeal to the Deputy Inspector-General.

If the appeal is to the Inspector-General the following additional information should be given :—

- (6) Date of delivery of the Deputy Inspector-General's order to the appellant.
- (7) Date of presentation of the appeal to the Inspector-General.

N.B.—The date of delivery to the appellant of the Deputy Inspector-General's order should be noted by the delivering officer on the copy of the order delivered, and the receipt taken from the appellant should accompany the file of records submitted to the Chief Office with the appeal.

(d) Appeals should be forwarded as soon as possible after receipt of the orders appealed against. In the case of black marks, fines, and suspensions for one week or less, the appeals should be presented within one month from the date of receipt of the order, and in the case of suspension for more than a week, reduction, or dismissal, within two months from the date of the receipt of the order. Appeals filed subsequently to these dates will be liable to be rejected.

Note.—A copy of this rule will be hung up in all stations for the information of the force.

(e) Police officers are warned that unnecessary appealing against the decision of a superior officer will be considered a mark of insubordination, particularly when the punishment awarded is only a black mark or a petty fine under eight annas.

(f) In regard to appeals to Government, *vide* P.O. No. 280 (c).

* 286. All parties affected by an order are entitled to have, on application, a copy of the order, which should contain full details of the grounds of the decision. It is not sufficient, therefore, to record the order of punishment without stating the grounds on which the order is based, or in disposing of

an appeal to record merely that there are no grounds for interfering with the order appealed against, unless in the latter case the original order appealed against contains a full explanation itself. *Vide* also P.O. No. 11 (c).

* **287.** If an order dismissing an officer is reversed on revision or appeal, the authority who is competent to reverse the order of dismissal may declare that the past service of the reinstated officer counts.

Prosecutions against Police officers.

288. The following orders of Government regulate the procedure as regards cases where public servants are prosecuted criminally :—

G.O., No. 2050, W., dated 7th July 1888.

* * * *

When a public officer is prosecuted criminally, he must defend himself and the only question will be whether he should bear the cost personally or whether Government should bear it. This is a question which can only be decided after the investigation. The officer must, therefore, in all cases, apply to the District Magistrate to appoint a vakil, and, unless it is obviously a personal matter, or so simple that legal assistance is not necessary, the District Magistrate should comply with the request, subject to future orders as to the payment of the fee.

* * * *

G.O., No. 1899, Judicial, dated 2nd December 1896.

The District Magistrate shall pay the vakil's fee (subject to future adjustment) when he is of opinion that the case is a fit and proper one to be defended by Government and when the accused officer is unable to pay the fee in advance without hardship.

In simple cases departmental aid will suffice, and the defence may, when expressly sanctioned by the Superintendent, be undertaken by an Inspector other than the Prosecuting Inspector, or other experienced Police officer.

288-A. All charges incurred for defending Police officers against criminal prosecutions should be debited to 19-A—Law and Justice, and not to the Police budget.

* **289.** The Governor in Council resolves to lay down as a rule for guidance that, when the Government approve or sanction the defence or prosecution, at the charge of the State, of a suit or trial, in which a public servant is implicated, then the fee of one pleader of the Court in which the case is conducted is all that will ordinarily be allowed on account of professional agency, when such aid is required; for the employment of other or additional agency, the special sanction of Government must be previously obtained.

This rule, of course, does not bar the party from engaging counsel or other professional assistance at his own cost.

Legal Proceedings by one department of Government against another department.

289-A. It is undesirable that one department of Government should institute legal proceedings against another department without the special sanction of Government. If an officer considers himself aggrieved by the

action of another officer acting in the discharge of his legitimate duties, his proper course is to lay the matter before the Government and await their orders.

The Law officers of Government will abstain from affording any advice or assistance to either officer in a case of this description.

Procedure in defending Suits against Government officers.

* 290. Whenever suits are instituted in the Civil Courts against District Superintendents or their subordinates for acts done in their official capacity as Police officers the fact should be immediately reported to the Inspector-General with a copy of the plaint, and, if the actions are deemed defensible, drafts of the answers or statements proposed to be filed should also be submitted, with a note of the date for filing them. No delay should be permitted to occur in conducting the defence of suits, and the result of all suits instituted in the Courts against the local authorities and authorized to be defended at the public expense should be invariably reported, and a copy of the decree submitted.

SUITS NOT TO BE DEFENDED AT THE PUBLIC EXPENSE UNLESS THERE IS A GOOD PROSPECT OF A SUCCESSFUL ISSUE.—The attention of all District Superintendents is drawn to the annexed order of Government regarding the defence of suits. They should be careful that the answers and statements are drawn up with attention, and they must understand that, unless it is seen from the draft answer that the act complained of can be fully justified under the regulations or orders of Government, the defence of the suit, *at the public expense*, will not be sanctioned. The Government will not scruple to hold personally responsible any public functionary who shall recommend or undertake the defence of any act which, whatever may have been the circumstances which justified its performance at the time, may be clearly and indisputably shown at the period of the institution of the suit to be such as should not be defended.

From Government, No. 361, R.D., 11th May 1827.

* * * *

It is deemed a matter of great importance that, previously to submitting the draft of their answers, they should ascertain whether the evidence in their possession is fully sufficient to disprove the allegations of the plaintiff, and substantiate those of the defendant; and should bear in mind that, although the act complained of may admit of satisfactory official explanation, it will be judged of by the Court according to strict rules of law; and that, unless it can be *legally* as well as *morally*, justified, the defence of it should not be attempted.

PUBLIC SERVANTS MAKING INCORRECT REPORTS LIABLE FOR SUMS ADJUDGED BY COURTS.—District Superintendents should be careful to make known to all their subordinates that they will be held personally responsible for any sums which may be adjudged against Superintendents on account of facts founded on their official reports, if there shall be reason to believe that the writers had, at the time of making them, the means of knowing that their statements were incorrect.

DECISIONS OF DISTRICT COURTS TO BE REPORTED ON WHEN CONSIDERED ~~ERRONEOUS~~.—When questions of general importance are decided by District Courts, and, in the opinion of the Superintendent, there is reason to dispute the decision, the matter should at once be reported to the Inspector-General,

in view, if necessary, to the decision being brought before the Superior Courts in order that, if it is erroneous, the error may be corrected immediately, and that the law on the point may be determined by the proper authority once for all.

PENALTIES FOR REMISSNESS IN CONDUCTING THE DEFENCE OF SUITS.—District Superintendents must understand that they are personally responsible for any remissness in the defence of suits, and they will be left to bear the consequences themselves in all cases in which, from their remissness in the manner of conducting their defence, the interests of Government may be compromised. If a District Superintendent is able to show that his acts were justifiable either under the regulations prescribed for his guidance, or that they were in themselves judicious and expedient, although not sanctioned by existing rules or orders, the defence of the suit will be sanctioned, but the decision as to the manner in which the charges of the defence shall be ultimately borne, will be reserved until the decree is passed. It will thus be observed that the mere sanction of the defence of the suit by the higher authorities does not relieve the Superintendent from liability, and he will not be relieved of this liability should the decision be adverse to Government, unless it is clear that he has shown proper care and attention in the defence of the suit.

PROCEDURE WHEN SUBORDINATE OFFICERS ARE INCLUDED AS DEFENDANTS IN SUITS.—As it is, as a rule, undesirable that any separate defence should be made by subordinates who may be included with the Superintendent as defendants in suits against him, a plea should be inserted at the end of the Superintendent's statement or answer to the effect that no separate appearance or answer will be put in on behalf of the subordinate officers included in the action as they acted under the orders of their superior who is alone responsible. This course should be followed on all occasions, unless, from the special circumstances of the case, an exception from this rule is considered expedient.

PERIOD ALLOWED FOR PUTTING IN DEFENCE TO GOVERNMENT SUITS.—The Courts have been directed to allow three months to officers conducting the defence of suits against Government officers for acts done in their official capacities for the purpose of filing documents, producing witnesses, and taking other steps necessary for the defence of the suit. Any further extension of time is left to the discretion of the Judge.

PROCEDURE IF DELAY OCCURS IN THE ACCORDANCE OF SANCTION FOR THE DEFENCE OF SUITS.—When sanction for the defence of a suit has been requested, and no reply may be received within the time fixed by the Court for the hearing of the suit, application should be made to the Court for an extension of time. Should such application be refused, the answer (with such fresh arguments or other modifications as may have suggested themselves subsequent to the preparation of the draft reply) should be filed, and intimation given to the Court that the orders of the superior authority on the subject have not been received, and that consequently it may be necessary to file a supplementary answer.

FEES TO THE GOVERNMENT PLEADER.—All fees payable to the Government Pleader at Madras for the conduct of suits, should be paid previous to pleading, and should not be delayed pending the result of the suit.

THE PREPARATION OF DOCUMENTS FOR GOVERNMENT PLEADER'S INFORMATION IN APPEAL SUITS.—The translation of the depositions and other documentary evidence, as a rule, in all cases on which the advice of the Government

Pleader at Madras may be sought, would involve great labour and delay, without, in most cases, any corresponding advantage, but the following rules should be observed :—

First.—Copies of decrees passed in Government suits shall be obtained and forwarded to the Inspector-General within two weeks from the date of the fair copy of the decree being signed and sealed.

Second.—The Government Vakil at each Court shall inform the Superintendent from time to time, as a suit in which the Government is interested advances, what documents he considers it advisable to have translated for the consideration of the Government Pleader at the High Court in the event of an appeal. Such translations shall, at the Superintendent's discretion, be prepared without loss of time in his office and kept ready for despatch with the decree.

The strict observance of these rules will be sufficient in ordinary cases. In special cases, Superintendents will exercise their own discretion, and provide what they may consider necessary. The pleadings will in all cases be supplied from the Inspector-General's office, to save the Superintendent's establishments, the trouble of making duplicate copies.

A copy of the plaint and draft of the answer or statement proposed to be filed, should be furnished through the Deputy Inspector-General (unless likely to cause great delay, when a copy should be sent to him) together with a careful précis of the whole facts and circumstances of the case to the Inspector-General, for submission to Government at the time of asking permission to defend the suit at the public expense.

Note.—The conduct and defence of suits in which Government is concerned (*i.e.*, when Government in the name of His Majesty's Secretary of State is sued or has to sue in respect of any building, land or other property belonging to it, &c.) ordinarily falls on the Government Pleader of the district. The head of the department will address the Collector in the first instance and having thus secured the Government Pleader's services correspond direct with him. As soon as notice of a suit is given to a Superintendent, the facts should be reported to the Inspector-General for orders.

Prosecution of Subordinate Police Officers.

291. Inspectors of Police who have been confirmed in their appointments by the Inspector-General are not removable from office without the sanction of Government, and cannot be prosecuted as public servants without the sanction of the Inspector-General of Police or the District Magistrate. For offences committed in their official capacity they are triable by the Court which has jurisdiction in the ordinary course when the case is unimportant. When the case is of importance Government should be asked to specify the Court.

292. (a) No Police officer below the rank of District Superintendent shall order the institution of a criminal prosecution against a Police officer for an offence committed in his official capacity. This does not affect the right of the Magistracy or of private individuals to initiate such proceedings.

(b) In the case of a non-cognizable offence, an 'investigation' cannot be entered on, or witnesses summoned to appear, without an order from a Magistrate of the first or second class. This does not, however, prevent a departmental enquiry being made into such a charge against a Police officer.

293. (a) It is illegal to institute criminal prosecution against Police officers under the penal sections of the Police Act for minor breaches of discipline, or matters which may be treated departmentally. Such cases should be dealt with under section 10 of the Police Act.

(b) When the offence is dishonesty, bribery or other crime of turpitude, or when the interests of the public clearly require that an example should be made, as in cases of oppression, &c., public prosecution is to be impartially instituted and vigorously carried out.

Note.—In an instance in which a constable was found to have been absent from his post while on beat duty and to have been drunk, the High Court held that the violation of duty was punishable under section 10 and not under section 44 of the Police Act.

Complaints against Police Officers.

294. A regular register of complaints against Police officers will be kept in each office in Form No. 118-A, Volume II, in which all charges against Police officers, whether preferred by Magistrates or made by other persons, should be entered and the disposal of the case recorded.

Note.—(1) This register is not intended for cases in which prosecution and judicial enquiry take place: nor should officers entertain complaints brought against their subordinates for non-payment of the money they owe to complainants,—the parties affected should make their own arrangements by having recourse to Law Courts.

(2) Assistant Superintendents should keep their register in their own handwriting. Superintendents must enter in their register the date of their last examination and add a note as to its correctness or otherwise.

295. When a Magistrate refers a charge made against a Police officer or brings to notice any irregularity for preliminary departmental inquiry and prosecution, should there be grounds for that course, the following rules will be observed:—

(1) The receipt of such a complaint or information will be immediately acknowledged by the superior officer of Police to whom it is referred, by a memorandum to the Magistrate. In this he will state what he proposes to do with reference to it and what steps he is about to take for investigating it. If the superior officer proposes to retain the matter for personal investigation on the occasion of an approaching visit to the neighbourhood, this intention should also be notified to the Magistrate who referred the case.

(2) Should the reference have been made to an Inspector or station-house officer, a copy of the charge or information will forthwith be sent to the Superintendent or the Assistant Superintendent, as the case may be, to be entered in the register of complaints, and in the diary or station-house report of the day a full statement of the circumstances, so far as may be known, will be made, with a notice of what the officer proposes to do. The requisite preliminary inquiry should at once be commenced.

(3) The Superintendent of Police will see that the inquiry proceeds with all expedition. If this be done, a few days (at the longest a week) should generally suffice for disposing of the matter.

(4) When the offence is one for which section 10 of the Police Act provides, or when the charge is false or there is no evidence or reasonable ground for transmitting the accused to the Magistrate having jurisdiction, a full report will be made of all the facts of the case for the order of the Magistrate having jurisdiction. When the charge is true, the procedure, as laid down by the Code, must be strictly followed.

(5) When the charge has been referred by a Magistrate who has no jurisdiction or is not competent to try the accused, a memorandum of what has been done with the case will at once be sent to the said Magistrate, informing him that the case has been reported by Referred or Received Charge Sheet, as the case may be, to the officer having jurisdiction.

295-A. When a Superintendent himself disposes of a charge made against one of his men, the manner in which he has dealt with the case should always be reported or made known to the officer or person making the complaint.

N.B.—For instructions regarding the procedure to be observed when charges of causing death, grievous hurt or torture, are preferred against the Police, see P.O. No. 12, clause (h).

Rules regarding Medical Attendance.

296. *In Districts beyond the Town of Madras.*—(a) All Government servants in receipt of salaries amounting to Rs. 100 and upwards are entitled to the attendance of the Medical officer of the station or district at their own houses, in cases of illness, such as to prevent their consulting the Medical officer at his house. There will, no doubt, be cases of not infrequent occurrence in which it will be proper for the Medical officer to visit at their own houses Government servants in receipt of salaries under Rs. 100. Government trust to the good sense and good feeling of the medical profession in preference to laying down any precise rules for such cases.

(b) It is to be distinctly understood that Medical officers will not be expected to attend Government servants in their own houses, unless the patient is unable to wait upon the Medical officer either at his house or at such place and time as, having due consideration for the position of the servant and circumstances of the case, may be appointed for the purpose.

(c) In any station where there may be an Assistant Surgeon, Apothecary, or Hospital Assistant, and where there may not be proper hospital accommodation, the duty of such officers should be to attend at their own residences the upper subordinate grades of Government servants, including clerks whose appointments are not gazetted—the latter paying conveyance hire should they reside more than two miles from the official residence of the Medical subordinate. In all serious cases, the Civil Surgeon will visit the patient.

297. *The Nilgiris.*—All uncovenanted servants, however, while on duty on the Nilgiris with Government head-quarters, are entitled to the gratuitous medical attendance of the Medical officer at their own quarters for themselves and for their families.

(a) *In the Town of Madras.*—At the Presidency town where the duty of attending upon this class of public servants would bear very heavily on Medical officers, and where suitable accommodation is available on payment of very moderate charges in the General Hospital, of which, for their own sake, it is desirable that Government servants should avail themselves, such Government servants as decline to avail themselves of these advantages will make their own arrangements for medical attendance.

(b) An exception is made in favour of gazetted uncovenanted servants on receipt of Rs. 250 and upwards, residing in the town of Madras, to the right to gratuitous medical attendance for themselves at their own quarters from the Surgeon of the district in which they may reside.

Rules for the gratuitous issue of medicines to Government Servants in Civil employ.

298. (a) Servants of Government in civil employ at all stations (except Madras and Ootacamund), where there is a Government civil hospital, will be

entitled to the gratuitous supply of such authorized medicines as are in store therein, but such supplies will only be given on the prescription of a Government Medical officer on duty at the station.

(b) In places in which no Government civil hospital exists, prescriptions should be sent to a druggist's shop or to a Municipal or Local Fund dispensary, and the patient will be liable to pay for the supplies.

(c) In Ootacamund, all non-gazetted officers drawing less than Rs. 60 a month will be entitled to the gratuitous supply of authorized medicines in store at the Jail or Police hospital, on the prescription of a Government Medical officer on duty at the station.

(d) In Madras, all non-gazetted servants of Government drawing less than Rs. 60 per mensem will be entitled to the gratuitous supply of medicines for themselves when they apply at any Government hospital for medical treatment and are actually brought on the records as out-patients.

(e) In cases where families of Government officers are entitled to gratuitous medical treatment, they are also entitled to the supply of Government medicines gratis under the same conditions as the officers themselves.

Miscellaneous.

299. (a) No gazetted officer of Government, who is in receipt of furlough or leave allowance, may, without the special orders of the Government of India, take service under any other employer in India, and no such officer, whose services have been lent to any other employer in India, can take leave or obtain leave allowances from the Government of India, unless he actually quits his employment for the period of such leave. In the case of a non-gazetted officer the previous consent of his departmental superior is sufficient authority for the taking of leave with the object of obtaining such employment and for the acceptance of such employment during leave.

(b) *Public servants not to be employed on private business.*—The employment of public servants in making purchases, or in any private matters in which the receipt or expenditure of money is concerned, is most strictly prohibited. It is, however, not intended that this prohibition should preclude officers from employing public servants to procure for them conveyance or necessary supplies while they are travelling upon duty, though in all such transactions constant vigilance is needed to prevent cheating and extortion.

(c) *Public servants as Vakils.*—Public servants are prohibited from practising as vakils, except with the sanction of the head of the department in which they are employed.

(d) *Public servants as arbitrators.*—The following are the Government of India rules subject to which public officers may undertake arbitrations :— (1) an officer may not act as arbitrator in any case without the sanction of his immediate superior, or unless he be directed so to act by a Court having authority to appoint an arbitrator; (2) no public officer may act as an arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding; (3) if an officer act as arbitrator at the private request of disputants, he can accept no fees; (4) if he act by appointment of a Court of Law he may accept such fees as the Court may fix.

(e) *Acceptance of remuneration other than the salary of one's appointment.*—It is a standing rule that, unless authorized to do so by any existing

rule or order of Government, no officer in the public service shall accept any remuneration from any other Government, body or individual.

(f) *Transfer of services from one office to another.*—There is nothing in the rules of the service to prevent an officer on one establishment seeking employment in another, but, before accepting such employment, it is incumbent upon him, whether he is on leave or not, either to resign his previous appointment or to obtain the consent of his departmental superior to his accepting such employment.

(g) *Applications for appointments in the gift of Government.*—Representations from officers in regard to their claims to appointments in the gift of Government should be submitted only through the head of the department to whom the officers making them are subordinate.

(h) *Consequences of voluntary retirement.*—Every officer who applies to retire before he is entitled to any pension or gratuity should submit with his application a written statement to the effect that he understands the consequences of such retirement, viz., the forfeiture of his past service and of any retiring allowance to which he would otherwise have been eligible.

300. It being clearly understood that a Police officer's place is with his men, and that his first duty is Police work, with which nothing must be allowed to interfere, the Superintendent, Assistant Superintendent and European and Eurasian Inspectors, head constables and constables. Inspector-General has no objection to the officers marginally noted joining 'Reserves' of volunteers, duty with which will not entail their turning out for drill or other purposes more than once or twice a year.

301. All members of the force are strictly forbidden to join any *kuri* or lottery of any sort.

302. The Police being a civil body, officers belonging to it cannot claim salutes from soldiers. A Military officer in civil employ is not entitled to a salute from a soldier, unless the latter knows him to be an officer belonging to the army.

303. It is of incalculable importance to encourage men to adhere to the truth, and to reward honest statements even when amounting to a confession of a fault which merits punishment. Superintendents should, therefore, always give men the fullest consideration where faults are acknowledged and contrition is expressed. Even when criminal prosecution is unavoidable, the fact that the delinquent honestly admitted the offence should always be pressed on the Magistrate in mitigation of punishment. Lying and false defence will always be considered as a grave aggravation of any offence on the part of a Police officer.

304. *Drunkenness* is a most serious crime in a Police officer; men who habitually drink to excess are unfit for the service and should be dismissed. Occasional acts of drunkenness, when clearly proved, should be severely punished, and two or three repetitions of the offence should, as a rule, lead to the man's dismissal. Screening of drunkenness amongst his subordinates will always be looked upon as one of the most serious offences against discipline a Police officer can be guilty of.

305. Indebtedness taints the character and destroys the usefulness of a Police officer. Superintendents should pay special attention to this point in every man's conduct. It is likewise to be made a special matter of

remark in the annual report on Inspectors. No promotions are to be recommended without special enquiry into this matter; and Police officers who maintain the habit of borrowing money will be required to resign. Superintendents and Inspectors of Police will carefully enquire on their tours of inspection into the indebtedness or otherwise of the men at Police stations.

306. (a) Inspectors and head constables are to bear in mind that they are entertained to make the men under them do their duty and obey; and that, unless they are able of themselves to command the respect and obedience of the men, they are unfit for the place.

(b) No punishment whatever will be inflicted by Inspectors or other subordinate officers, except by order of the Superintendent or Assistant Superintendent.

307. The appointment of Inspector of Police is one of those in which three years' approved service is declared to be necessary to qualify a passed candidate for the post of Tahsildar.

308. With reference to G.O., No. 156, Public, dated 9th March 1892, Superintendents of Police should furnish to the Collectors of their respective districts annually before the 15th March a list of all officers qualified for the post of Deputy Collector by passing the required tests.

309. The services of an Inspector may be placed at the disposal of another department (with the sanction of the Inspector-General) for employment in an acting appointment during the absence of the permanent incumbent without any particular limit as to time, and his Police pay should be drawn by the department to which he is temporarily transferred. In respect to permanent or temporary appointments in other departments, however, an Inspector may be appointed on probation for three months only. This limit must not be exceeded except with the special sanction of Government.

310. Inspectors and station-house officers are strictly prohibited from giving any presents in the shape of money, food supplies, &c., to the servants and orderlies of officers on inspection or other duty within their respective ranges. Superintendents and Assistant Superintendents of Police should give this matter their closest attention when on circuit, with a view to preventing the objectionable practice.

311. The practice of officers recommending that their subordinates may be allowed to engage in services other than those of their profession is wholly opposed to sound principle, and will inevitably, if tolerated, lead to inconvenience and misunderstanding. Further, it is opposed to the law. The reservation contained in section 19 of Act XXIV of 1859 was intended only to affect the Village Police—a body the whole of whose time is not paid for by the State or the public—to enable them alone to cultivate and otherwise employ themselves. The stipendiary constabulary adopts the profession as their proper and sole means of livelihood: and it is a profession that may well occupy their whole time, thought and study.

312. No Police officer shall give any certificate of character to a subordinate by letter, or otherwise, than is permitted in the Service Register or discharge certificate.

313. (a) All gazetted officers of the Police department are required to report themselves *in person*, unless absolutely prevented from doing so by illness or urgent nature of duty, to the Assistant Inspector-General at the Chief Office, on arrival at Madras, on any occasion whatever. They will also report to the Chief Secretary their arrival at, and departure from, the head-quarters of Government for the time being.

It shall be the duty of every officer, Civil or Military in civil employ, to report in like manner to the Private Secretary or Military Secretary (as the case may be) to the Governor.

It shall further be the duty of every officer, in every such report of arrival, to state when he proposes leaving the station, in view to his detention for the purpose of affording personally any information of a public character which the Government may desire to have.

(b) Every Inspector, head constable and constable (not belonging to the head-quarter division) should report his arrival and departure at the Head-quarter office and enter his name or have his name entered in a book (Form No. 119, Volume II) to be kept for the purpose.

Chapter XII.—Transfer and Relief.

Transfer of Subordinate Police Officers.

314. The frequent removal of Inspectors from one division to another is objectionable on many accounts. When a change is considered advisable, the Superintendent will forward a transfer roll (noting therein the reasons for the proposed transfer and the date on which the Inspector assumed charge of his present division) through the Deputy Inspector-General for the sanction of the Inspector-General. In case of emergency only may the change be made in anticipation of sanction.

Note.—Transfers of Inspectors should be carried out immediately on receipt of the *Police Gazette* containing orders of transfer, Inspectors being directed to hand over charge of their division to their Cusbah head constable and to join their new division forthwith.

A report stating the date and hour of handing over charge of the old division and of assuming charge of the new division should be immediately sent to the Chief Office through the Deputy Inspector-General in Form No. 120, Volume II.

315. The constant changes of other subordinate Police officers is also forbidden, and Deputy Inspectors-General will see that needless changes are not made. Nothing tends more to make the service unpopular and unremunerative than want of consideration in this respect. Evils may sometimes arise from long residence, but superior officers of Police will use their best endeavours to discover and check irregularities. Men will not be kept at the same station for more than seven years, unless the Deputy Inspector-General decides otherwise in any case.

Note.—(1) Superintendents will submit monthly to the Deputy Inspector-General a list of all transfers made in their districts, stating reasons for the same, in Form No. 121, Volume II.

(2) A head constable or a constable is, on transfer, entitled to six days' preparation time under article 177, Civil Service Regulations. In the case of constables moved for misconduct, preparation time need not be allowed; but in such case the Superintendent should specifically order that the man transferred is to join forthwith.

316. (a) When men serving out of their own districts desire to serve in the Police of their native districts, every facility should be given them to effect a transfer; mutual exchanges too will be encouraged. After three years' service in the Police of any district, a constable of good character seeking transfer to any district must be considered to be entitled to this privilege, unless there are strong reasons against it.

(b) In sending the application for transfer, the Superintendent of Police will send a full report of the service and character of the applicant to the Superintendent under whom he is hereafter to serve. These applications will be sent through the Deputy Inspectors-General of the range or ranges within which the transfer is to take effect, who will see that the rule is strictly carried out.

(c) A roster, Form No. 122, Volume II, will be opened in each district in which all such applications will be registered as received from other districts; and, on a vacancy occurring, the first on this roster will be brought

on the strength of the force, due notice of the vacancy or prospect of the vacancy being given to the Superintendent of the district from which the transfer is to be made.

317. Assistant Superintendents can transfer head constables and constables from one division or station to another only in cases of emergency, submitting a special report to the Superintendent. Where they consider transfers necessary, they will forward rolls for orders. Inspectors, however, are not permitted to transfer men.

Relief of Superior Officers.

318. (a) No gazetted officer shall give over charge in advance of orders in the *Fort St. George Gazette* in the absence of specific instructions in writing, official or demi-official, from a Secretary to Government. Any such instructions will invariably be transmitted through the official superior of the officer concerned.

(b) Article 53 of the Civil Service Regulations requires that charge of an office must be made over at its head-quarters, both the relieving and the relieved officers being present. An officer who has obtained leave, or is under orders of transfer, is not therefore at liberty to hand over charge of his district or sub-division to other than the officer appointed to relieve him, or at a place other than the head-quarters, without the previous sanction of the Inspector-General.

(c) In cases where a strict adherence to the rule would lead to an unnecessary additional expense to Government or seriously interfere with the transaction of public business, officers should attach to the certificate of transfer of charge a report of the reasons which necessitated any deviation from the rule.

319. Reports of relinquishing and resuming charge of an office should be prepared in duplicate, the original being sent direct to the Accountant-General and the duplicate (with acknowledgment of permanent advance) to the Assistant Inspector-General to be forwarded by him after counter-signature to the Accountant-General.

Deputy Inspectors-General and Superintendents of Police will inform the Assistant Inspector-General of Police by wire of the assumption by them of charge of office.

320. Officers will invariably report to the Deputy Inspector-General of the range on joining or leaving districts.

Relief of Inspectors.

321. (a) When an Inspector hands over to another the charge of a division, he will give the relieving Inspector all the records shown under head 'Inspector', page 415, Appendix, together with a copy of his last quarterly arms list, noting on the back receipts and expenditures since the last day of the quarter, and a list of arms, accoutrements and articles at each station; the total of all the stations should agree with the remains shown in the copy of the quarterly arms list.

(b) If the relieving Inspector fails to obtain these two documents, he will be held responsible for any deficiencies which may afterwards appear; if either of these documents should prove to be incorrect, the relieved Inspector will have to make good deficiencies.

(c) The relieving Inspector will retain these two documents and check them carefully by visiting as soon as possible each station in his charge, and report on their accuracy within thirty days.

(d) No formal handing over or receiving of articles is necessary when an Inspector takes charge, except in the case of an Inspector who is leaving the force, when the relieving Inspector must ascertain from personal inspection that everything is correct; otherwise he will be held responsible for deficiencies thereafter found to exist.

Chapter XIII.—Promotions.

Of Probationers.

322. The confirmation of probationers as Assistant Superintendents is regulated by the date on which they complete the Police Tests in Law and Language. For their pay on confirmation and other matters, see P.O. No. 215.

Of other Police Officers.

323. (a) Promotions notified in the District Order Book (Form No. 123, Volume II) on or before the 20th of the month will take effect from the date of the notification, those after that date from the 1st of the following month. There is no objection to Superintendents giving retrospective effect to an order, provided there was a vacancy.

(b) When an officer is promoted for any special charge or duty and found on trial to be unsuited in any way for such charge or duty, he will at once be reduced to his former rank and removed to make way for another.

324. Only such acting appointments as are absolutely necessary shall be made in succession to an officer on privilege leave. Whenever acting promotions are recommended in the place of men on privilege leave, information should invariably be given whether the acting officer has had change of station.

325. An Inspector acting for another in a higher grade forfeits his acting allowance on being permanently promoted to any permanent grade below the acting grade, unless continuation of the acting appointment is sanctioned.

326. Promotions of Inspectors will be ordered by the Inspector-General as vacancies occur. No rolls need therefore be submitted. When Superintendents have to make any special recommendation in favour of, or against, any Inspector, they will do so by letter, and it will be noted by the Inspector-General.

Note.—As a rule no grade promotions will be made in the case of vacancies lasting three months or less.

327. (a) Promotions of head constables to act as Inspectors will be sanctioned by the Inspector-General on rolls (Form No. 124, Volume II) submitted by Superintendents.

(b) Acting allowance will not be passed in any case wherein a roll for acting promotion has not been sent in at the time when the acting appointment has been made.

328. Deputy Inspectors-General are not at liberty to return to Superintendents rolls (Form No. 124, Volume II) for the promotion of head constables

to act as Inspectors, but must forward them for the orders of the Inspector-General, giving their reasons when they are unable to support the Superintendent's recommendation.

329. Promotions from the second to the first class of constables and from the fourth to the third and from the third to the second grade of head constables should usually be made in order of seniority, provided that, if a Policeman in any of these grades whose turn for promotion has come has black marks against his name, his promotion must be postponed until such black marks are cancelled. As a reward for specially good service, however, a Policeman of these grades may be promoted before his turn of seniority comes. Promotions to the rank of head constable from constable and to the first grade of head constable from the second grade will be made by selection.

330. Recommendation rolls, Form No. 125, Volume II, for the promotion of head constables to the first or highest grade and for the promotion of constables to the grade of head constable, will be submitted by District Superintendents to the Deputy Inspectors-General for sanction. Promotions to the intermediate grades of head constable will be made by District Superintendents and need not be submitted for sanction.

Note.—Natives should not be appointed to act for European head constables. Constables will be promoted to the grade of head constable *on probation* for six months. This term should on no account be prolonged. At the end of six months they must either be confirmed or ordered to revert to their former appointment.

331. Promotions of constables from the second to the first class will be made by the Superintendent. An Assistant Superintendent should submit rolls to the Superintendent for any promotions he may recommend among the constables or head constables in his division.

Note.—Officers should report, at the time they are made, all promotions for good service, for publication in the *Police Gazette*.

Chapter XIV.—Punishments and Rewards.

General rules.

* **332.** (a) Punishments, except by black marks, should, as a rule, take effect from the date of receipt of the order by the party affected, unless the order itself states from what date effect is to be given to the punishment. Punishments awarded by Assistant Superintendents will be under constant supervision by the Superintendent, who will check any tendency to undue leniency or severity.

(b) Whenever a punishment is awarded, whether it be (i) suspension, (ii) fine, or (iii) simply the infliction of a black mark, a short minute must be recorded stating the facts of the case for which such punishment has been awarded; the graver the offence and punishment, the fuller and more detailed must the minute be. *Vide* also P.O. No. 345.

* **333.** (a) All punishments will appear in the Defaulter Book, Form No. 126, Volume II, a page of which will be kept for entering the defaults of each man. A note will be made therein of the number of the page of the Constabulary Register in which the history of his services is recorded.

Note.—(1) No warning will be entered in any defaulter sheet. If a constable is handed up for punishment or reprimand, the least that should be done if the man is found guilty is the award of a black mark. If the Superintendent chooses to warn the man he may do so, but in that case no entry should appear in the defaulter sheet.

(2) In entering punishments by dismissal, suspension or reduction in the Defaulter Book, the dates from which they take effect will also be noted.

(3) When men are transferred from the main range to the sub-division, their defaulter sheets will be forwarded through the Sub-division office in order that the necessary entries may be made in the Sub-division Defaulter Book.

(b) The correctness of the entries in the Defaulter Book is of great importance, as offences therein recorded affect the character and conduct of a Police officer, and sometimes influence the Government in lessening the amount of pension or gratuity admissible. The entries will be verified by the Superintendent, before whom the book will be laid by the Head-quarter Inspector for that purpose not less frequently than once a month.

Note.—No punishment will be entered in the District Order Book. In the Constabulary Register, only reduction, suspension and dismissal will appear—*vide* P.O. No. 338.

Black marks.

* **334.** The following is the system of punishment by black marks which is now in force :—

(i) Together with every punishment, whether by fine, reduction or suspension, one black mark may be awarded at the discretion of the officer ordering the punishment. It should, however, be understood that, except for very petty offences, whenever a fine is inflicted, a black mark should also be awarded.

Provided that reduction under the black mark system shall not itself carry a black mark.

As regards fine in pay for absence without leave, *see* P.O. No. 338.

(ii) One black mark may also be awarded in lieu of other punishment.

(iii) Not more than one black mark shall be awarded for any one offence.

(iv) Three black marks shall entail reduction of class or grade where such reduction is possible, and such reduction shall cancel the black marks. As regards second-class constables, where no reduction is possible, the three black marks will stand and the men will be warned that the award of three more will entail dismissal.

(v) Unless the offender is specially exempted by the Deputy Inspector-General of Police, six black marks shall entail dismissal.

(vi) Uninterrupted good conduct for a period of three months spent on duty shall cancel one black mark, and each successive period of three months' uninterrupted good conduct shall cancel one black mark, provided that twelve months' uninterrupted good conduct shall cancel all black marks.

(u) A reduction in grade shall cancel all black marks outstanding against the individual, even though the reduction may not be under the black mark rules.

(vii) Black marks, whether awarded alone or in addition to other punishments, shall take effect from the date of the offence unless otherwise stated.

(viii) The existence of one or more black marks against a man shall bar promotion, but not leave.

(ix) When a black mark is awarded, the order and the copy thereof furnished to the delinquent shall state the number of black marks outstanding against such delinquent, and a warning shall be added, when recording two or five black marks, that the next will entail reduction or dismissal, as the case may be.

(x) The above rules must be strictly enforced, provided that in any case in which the officer awarding the black marks considers that the application of the rules will result in hardship to the offender, he shall refer the case for orders.

(xi) Care must be taken not to award a black mark on every occasion on which it may be necessary to warn or reprimand an officer. A black mark should only be given when, but for these rules, a fine would be imposed. Black marks have a definite power of withdrawing good conduct allowance. So the exercise of great care in awarding them is necessary.

334-A. The punishment rolls should be carefully checked in the Head-quarter office with reference to the outstanding black marks and any error therein should be brought to notice by the Manager in order that the necessary corrections may be made in the punishment awarded.

Good service entries, good conduct stripes, etc.

*** 335.** (i) Good service entries will be awarded for good detection, display of skill, or any conspicuously good work meriting special recognition,

(ii) Good conduct stripes will be awarded to *constables* for uninterrupted good conduct. They will be granted as follows and will be worn on the lower part of the left sleeve :—

For 4 years of uninterrupted good conduct	1 stripe.
For 3 more years of uninterrupted good conduct	1 more stripe.
For 2 do. do. do.	1 do.
For 3 do. do. do.	1 do.
For 2 do. do. do.	1 do.
For 1 do. do. do.	1 do.
For 5 do. do. do.	1 do.

These stripes will be chevrons of red cloth or silver. The first two stripes will be represented by red cloth chevrons. One silver chevron will be worn when three good conduct stripes have been awarded. The fourth and fifth stripes will be represented by red cloth chevrons (in addition to the silver chevron). Two silver chevrons will indicate that the wearer is in the possession of six good conduct stripes. The seventh will be represented by a third silver chevron, after which no more stripes will be granted.

Note.—Uninterrupted good conduct begins from the date of the infliction of the last punishment.

As soon as the list of men who have earned good conduct stripes has been approved of by the Superintendent, the Store Inspector should arrange for the supply of the number of stripes sanctioned for each division. The stripes should be sent out punctually on the 18th of every month with the articles of stationery despatched monthly on that date, and a reference should be made in the invoice to the number and date of the Superintendent's order sanctioning the issue of the stripes.

(iii) 1. Interruptions of good conduct are of three classes—(1) the accumulation of two black marks; punishment by fine more than once within a year (any consecutive period of 12 months); (2) reduction, temporary or permanent, or suspension as a substantive punishment or pending enquiry into alleged misconduct not followed by honourable acquittal; and (3) judicial punishments. When it is found that a constable continually evades any interruption in good service and is yet at the same time continually awarded black marks at intervals just over the three months prescribed, District officers can, instead of awarding a black mark, fine the man a few annas. A second fine within the year will produce an interruption of good conduct, and this course will prevent men from taking advantage of the present black mark rules.

2. Each interruption of good conduct of class (1) will involve the loss of one stripe (the last one). Each interruption of good conduct of classes (2) and (3) will involve the loss of three stripes (those last gained). If there are less than three, then all the stripes will be lost.

3. These stripes will be regranting after the same period of good conduct as that by which they were originally acquired.

(iv) 1. To a constable who has earned three good conduct stripes under rule ii, a good conduct allowance of one rupee per mensem will be granted, and he will receive an additional allowance of one rupee per mensem when six stripes have been secured.

2. The allowance should be passed to constables in order of the number of stripes they have earned and to those who have the same number of

stripes in order of priority of date of their earning them. Each Superintendent should maintain in the Head-quarter office a list of men having stripes in order of seniority; men having silver stripes according to the length of time they have held them and the men with red stripes who are almost qualified for a silver stripe. If such a list is maintained in the Head-quarter office, there need be no delay, when a vacancy among the allowances occurs, in filling it up.

3. The two rupee allowance must be passed only after all those entitled to the one rupee allowance have received it. The former will not be taken away from a man to whom it has been granted in order to provide for one who has freshly earned the first rupee allowance.

4. The number of good conduct allowances admissible is, however, limited to 10 per cent. (in rupees) of the sanctioned strength of the District force (Inspectors and head constables being excluded).

5. Good conduct allowance will be passed in full to constables on privilege leave, and it should be taken into consideration in calculating allowances for leave of other kinds.

6. The second and first good conduct allowances will be withdrawn as soon as the number of stripes is reduced below six and three respectively.

Note.—(1) The allowances cease also on the promotion of a constable to the rank of head constable.

(2) When a constable is promoted to the post of a head constable *on probation*, and, on the expiry of his probationary period, is ordered to revert merely as being unfit for the post and not for any fault, he should be considered to be again entitled to the allowance from the date of his reversion.

7. The award or withdrawal of good conduct stripes and allowances will be entered in the District Order Book and in red ink in the left hand side of the Defaulter Book also. Only the date on which the good conduct stripe or allowance is earned or forfeited need be entered, the date of award being unnecessary.

(v) For all pecuniary rewards, the sanction of the Inspector-General of Police or other authority, as laid down in P.O. No. 465, is necessary. For the award of good service entries to Inspectors, the sanction of the Inspector-General should be obtained and to first-grade head constables that of the Deputy Inspector-General. Good service entries to other head constables and constables, and good conduct stripes to the latter can be sanctioned by Superintendents.

When an Inspector considers any of his subordinate Police officers deserving of a good service entry, he should submit his recommendation to the Superintendent (or to the Assistant Superintendent in the sub-division) with a draft of the proposed good service entry. If the Assistant Superintendent approves of the recommendation, he will forward the draft with such corrections as he thinks necessary for the orders of the Superintendent. Grant of good service entries will be entered in the District Order Book and communicated to the parties concerned through the proper channel.

(vi) All rewards and good service entries sanctioned should be recorded in service books in the case of Inspectors and first-grade head constables, and in the case of other subordinate Police officers in the Constabulary Register and small service books. Good conduct stripes will be entered in small service

books. These entries in small service books will be made by the Inspector, who will note therein the page and date of the Police Gazette or the number and date of the District order sanctioning the reward, good service entry or good conduct stripe. When a good conduct stripe is withdrawn, the word "withdrawn" (with date of withdrawal) will be written across the original entry, under the signature of the Inspector, in small service books.

Fines.

***336.** Superintendents may fine Police officers serving under them to any amount not exceeding one month's pay; Assistant Superintendents may exercise the same powers, except in the case of Inspectors. But the practice of inflicting heavy fines should not be resorted to except when no other adequate punishment can be inflicted. A very small deduction from pay suffices to mark the fault committed in the man's memory, and a careful record of all offences carrying with it the punishment of reduction or dismissal after a certain number of entries, is a far more potent engine of discipline than the infliction of a heavy fine upon scanty means, which necessarily drives the men to debt or dishonesty.

336-A. District Superintendents are empowered to punish European head constables by fine and black marks. If a more severe punishment is considered necessary, the case should be referred for the orders of the Deputy Inspector-General who is empowered to suspend, reduce or dismiss officers of this class.

336-B. Fines should not be imposed on members of the clerical and ministerial establishments. The forms of punishment that can be suitably resorted to for the purpose of maintaining discipline among clerical establishments are official reprimand, addition to work, postponement of increment of pay, stoppage of promotion, reduction of existing pay, entry in the service book of references to recorded punishments and censures, suspension, and, in the last resort, dismissal from the service of Government.

Note.—(1) This order is limited to establishments which are employed exclusively on clerical work and is not intended to apply to the menial establishments, to employes who have executive as well as clerical duties to perform, to persons exclusively employed on clerical duties who are liable to fine under the provisions of the particular Act under which they are entertained, as for instance, clerks in Police establishments enrolled under Act V of 1861 who are liable to fine under section 7 of that Act and to purely temporary clerical establishments.

(2) The reduction of a clerk's pay for such a period as a month only would be a contravention of the order forbidding the imposition of fines.

Warnings and Reprimands.

*** 337.** Superintendents and Assistant Superintendents can warn and reprimand subordinate Police officers. But, when it is desired that an Inspector should be *severely* reprimanded, a full report on the case with the documents bearing upon it, and the Inspector's explanation should be forwarded through the Deputy Inspector-General to the Inspector-General for orders with the Superintendent's recommendations. Such reprimands by the Inspector-General will be entered in the Inspector's service book.

Note.—Warnings and minor punishments awarded to Inspectors should be entered in the Confidential Register; punishments for serious offences will, with the sanction of the Inspector-General of Police, be entered in the service books, as well as in the Confidential Register. All punishments of Inspectors including warnings and reprimands will also be entered in the Defaulter Book to be kept for them as for other subordinate Police officers.

Punishment for Absence without Leave.

* **338.** Absence without leave up to 20 days may be disposed of in any of the following ways :—

- (a) Prosecution under the Police Act.
- (b) Dismissal from the service or reduction.
- (c) Suspension for the period of absence, by which not only is the pay lost, but all privilege leave earned up to date and also service for the days absent.
- (d) Fine up to a maximum of the pay due for the period of absence, treating it as absence on some kind of admissible leave.
- (e) Conversion into any kind of leave that may be due—without fine.
- (f) The grant of casual leave for the period, if admissible.
- (g) The award of a black mark instead of or in addition to any of the punishments named above.

* **339.** Men repeatedly absent without leave should be marked with a view to their discharge as confirmed absentees or shirkers of duty.

* **340.** Absence without leave for 21 days completes the offence of desertion, when the individual's name should invariably be struck off from the first day of such absence.

* **341.** When men who have been struck off as 'deserters' (for 21 days' absence without leave) return and apply for reinstatement, their cases should be carefully enquired into and the real reasons for their absence ascertained. A minute should then be recorded by the Superintendent, if he considers the reasons for absence unsatisfactory, confirming the order of dismissal for desertion; but if, on the other hand, ill-health, family bereavements or other grave cause has really prevented the return of the absentee, his case will be favourably considered, and application made to the Inspector-General, through the Deputy Inspector-General, with a complete statement of the facts of the case, to cancel his dismissal.

'Absence without leave' is a distinct offence, and should be treated entirely on its own merits or demerits. In no case should the previous character of an absentee influence a Superintendent against such absentee's reinstatement.

Suspension.

* **342.** (a) With the concurrence of the Deputy Inspector-General, Superintendents may suspend an Inspector for a grave fault, sending immediate notice, with a short statement of the reasons, to the Inspector-General. When prompt measures are called for, the suspension will take effect from the date of the Superintendent's order. Deputy Inspectors-General may, without sanction of the Inspector-General, punish Inspectors on the report, &c., of District officers, by suspension not exceeding one month.

(b) Superintendents and, subject to their approval, their Assistants may suspend head constables and constables, pending enquiry into charges against them. Superintendents may punish head constables and constables by suspension not exceeding one month.

Note.—Suspension as a specific punishment is to be very much avoided, being inflicted only in extraordinary circumstances. In all such cases, charges against the individuals should be clearly formulated and their statements recorded.

(c) A Police officer under suspension ceases to be a Police officer under section 11 of the Police Act (XXIV of 1859). In the case of all officers of and below the rank of head constable, the officer under suspension should deposit his accoutrements, uniform, and *sannad* of appointment with his Inspector, who will grant a receipt for them.

An officer under suspension should, in ordinary cases, be allowed to leave the station, but before leaving he should in all cases leave his address with the Inspector.

* 343. The reinstatement from suspension of Inspectors must be sanctioned by the Inspector-General; of head constables, by the Deputy Inspector-General; and of constables, by the Superintendent.

Reduction and Dismissal.

* 344. (a) Before recommending an Inspector for reduction or dismissal, Superintendents will formulate the charges against him in the clearest and most concise language, and furnish a copy of such charges to the Inspector for his written explanation.

(b) They will then submit a full report with the Inspector's explanation (with their remarks thereon), and other documents bearing on the case, and with the usual punishment roll, Form No. 128, Vol. II, to the Inspector-General through the Deputy Inspector-General. A short abstract of the evidence touching the different points of the charges, a full history of the Inspector's past services, and particulars as to the examinations passed by him, the nature of the punishment to be inflicted on the Inspector, whether his appointment is confirmed or probationary, and, where it is a case of dismissal, whether the Inspector has had a personal hearing from the Superintendent, must be given.

(c) The decision of the Inspector-General will be communicated, and the Superintendent's report retained for record in the Chief Office. Copies of the Inspector-General's orders regarding dismissal, reduction or other punishment must invariably be furnished to the Police officers thereby affected.

* 345. (a) In the case of Police officers below the rank of Inspector, a detailed minute will be recorded, giving a concise statement of the reasons for dismissal or reduction and dealing with any explanation offered in defence. The number and nature of the entries in the Defaulter Book will invariably be shown. A concise entry will be made in the District Defaulter Book and the Constabulary Register. Rolls submitted by Inspectors will be in Form No. 129, Vol. II.

(b) When an Assistant Superintendent considers that there are grounds for recommending the dismissal or reduction of one of his men, he will record a minute as above and forward it to the Superintendent for orders, placing the man under suspension if the minute is one for dismissal. Orders of the Superintendent thereon will be communicated in the manner directed in P.O. No. 347-A.

(c) A form of certificate, Form No. 130, Vol. II, providing for what is wanted, is supplied to districts, which should be given to every Police officer on discharge, and to a Police officer on reduction when demanded in writing. The 'character' entered in the certificate should be that which the Police officer bore previous to the offence for which he is under punishment.

(d) No man should be dismissed until, first, he has had definite charges made against him in writing, and a copy of the charges furnished to him.

Secondly, he has heard the witnesses against him and been allowed to cross-examine them.

Thirdly, he has himself given what explanation he wishes and had the witnesses he names heard in his defence. This explanation should either be a written one, or it should be taken down in writing by the officer holding the enquiry.

Note.—(On the subject of the dismissal of public servants the Government have ordered that in the case of every Government servant whom it is proposed to dismiss (1) the charges against him, (2) his defence, and (3) the order passed thereon by the dismissing authority should be reduced to writing, and that copies of the whole of such proceedings should be maintained in every office and should also be furnished to the person dismissed. These orders should be obeyed invariably.

There is no objection to suspension prior to dismissal to admit of a man appearing to make his defence in person. If, after 21 days' suspension, he does not appear, his name may be finally removed. Every minute of dismissal should show distinctly that the above procedure was adopted, or that he absconded and did not avail himself of the privilege.

Note.—The statement of the evidence against any accused, the accused's own statement and that of his witnesses must be recorded in full for the perusal of the appellate authority.

(e) The following particulars must be given *seriatim* in the preparation of minutes :—

(1) Number, rank, name, station and division of defaulter.

(2) Nature of default (to be briefly described, as, disobedience of orders, neglect of beat duty, &c.).

(3) Particulars of default, when committed, and by whom reported and on what date.

(4) The evidence—for and against—which should be clearly stated and paragraphed, and the conclusion.

(5) Order.

(6) If defaulter was suspended, under whose orders and from what date.

(7) Dates of commencement and close of enquiry, and explanation where there is delay.

Note.—(1) If possible, the case should be complete against a man punished irrespective of any admission made by him.

(2) The information required by item (7) above will appear only in the office copy of the minute. It will be communicated to the Deputy Inspector-General of Police or the Inspector-General of Police in covering letters forwarding appeals.

(3) The above particulars are required in the case of suspension, reduction or dismissal. In regard to fines, the minutes will be short, containing a brief statement of facts.

(f) In recording statements care should be taken to write a legible hand (always in ink) on clean paper. Writing on the margin of paper or with pencil should be avoided. The recording officer should certify under his signature at the foot of a statement that it was taken down by him, read over to the party and acknowledged to be correct; as Police officers who get into trouble not infrequently allege that statements taken from them have not been read over to them or acknowledged by them to be correct, the precaution of certifying that this has been done should always be observed.

(g) The following particulars will be entered on the back of the copies of minutes given to delinquents :—

- (1) Date of application for copy of minute.
- (2) Date of receipt in the District office.
- (3) Date of delivery of copy of minute personally or of its despatch by post.

Dismissal after Conviction and Acquittal.

* **346.** (a) No Police officer convicted of an offence and sentenced to imprisonment will be retained in the service without the special order of the Inspector-General.

(b) A Police officer sentenced to pay a fine, without other punishment, need not be dismissed. The circumstances of the case must be considered by the Superintendent and disposed of in the usual way. If the offence is one which the Superintendent thinks should be punished by dismissal, he should order accordingly, or award such other punishment as he considers suitable.

Exception.—All men convicted of negligently allowing prisoners to escape will be dismissed the force irrespective of the punishment (fine or imprisonment) inflicted on them by Magistrates.

(c) Dismissal under this order shall not take effect until the time of final appeal has expired, or the sentence of the lower Court has been definitively confirmed. During the interval, the Police officers affected will remain under suspension, acting appointments being made in their stead, if necessary, subject to article 193 of the Civil Service Regulations.

* **347.** (a) When a Police officer has been tried and acquitted by a Criminal Court, he must, as a rule, be reinstated from suspension, with the sanction required by P.O. No. 343.

(b) In special cases, it may be that a Police officer who has been tried and acquitted may deserve departmental punishment. The evidence at the trial may show that he has been guilty of departmental irregularities, or his conduct may be shown to have been so suspicious that it is advisable that he should not be retained in the force. In these cases the Superintendent must put on record the definite charges against the officer and must give him the usual opportunity of explaining them, and must take on the record such further evidence as may be necessary for the defence. After this the officer can be dealt with in the usual way and punished, the usual minute being recorded. He can then appeal to the Deputy Inspector-General and the Inspector-General against any punishment which may have been awarded him.

(c) The foregoing rules apply also to cases where a conviction by a lower Court has been quashed by a higher Court.

Note.—When a criminal charge is brought against a Government officer, a copy of the judgment will be supplied free of charge to the head of the department concerned. English translations of vernacular judgments in such cases will also be supplied free of charge.

Communication of Punishment Order.

347-A. In every case of suspension for more than a day, reduction, or dismissal, a copy of the minute should be given, in the first instance, to the person affected. In the case of other punishments, punishment orders will conveniently be communicated in the vernacular to the person concerned through

Inspectors by means of printed memos. in foil and counterfoil in Form No. 123-A, Vol. II. A minute may be given if subsequently applied for.

As regards the Sub-division office, every punishment roll, on disposal by the Assistant Superintendent, will be forwarded to the Superintendent for approval. The order, when approved, will be communicated by the Head-quarter office, through the Sub-division office and the Divisional Inspector, to the officer concerned, and the roll will be filed at the Head-quarter office. If the order is modified, the roll will be forwarded to the Assistant Superintendent for information and return.

The date of delivery of order or of its despatch by post to the person affected by it will be carefully noted in the Station or Office Despatch Book and in the station-house report. In every case where the order is delivered in person by a station-house officer or Inspector, a receipt should be taken from the officer concerned and forwarded with the station-house report of the day or the Inspector's diary. In the office this receipt should be detached from the station-house report or the diary and filed with the minute.

In every case possible, the delivery should be through the Inspector or the station-house officer and not by post.

Chapter XV.—Leave.

To Assistant Superintendents and Officers of higher rank.

348. The leave rules applicable to Assistant Superintendents and officers of higher rank are those contained in the Civil Service Regulations, Chapters XII and XIII.

To Subordinates on pay exceeding Rs. 20 per mensem.

349. The rules for the grant of leave to these officers are contained in Chapters XII and XIV of the Civil Service Regulations. A general outline of these rules is as follows :—

(i) *Privilege leave.*—One month's leave on full pay for every 11 months of uninterrupted service ; the leave may accumulate for three months, but not more.

(ii) *Leave on medical certificate.*—Sick leave to the extent of three years in all may be taken on medical certificate on half pay, but not for more than two years at one time ; and half pay is only for the first 15 months of each period of leave, but not for more than 30 months in all.

(iii) *Furlough.*—One year's furlough on half pay after 10 years' service and another year after a service of eight years more ; or two years after 18 years' service.

(iv) *Leave on private affairs.*—Six months' leave on private affairs on half pay after six years' service and repeated after intervals of six years. This leave can be taken only by an officer who has not had furlough. The aggregate amount of furlough and leave on private affairs together shall not exceed two years.

(v) *Leave without allowances.*—Leave without allowances may, in case of necessity and when no other leave is by rule admissible, be granted for such time as may be necessary. There is no limit to the length or frequency of this leave.

Note.—(1) The restriction above laid down, viz., that leave without allowances can be granted only when no other kind of leave is by rule admissible, may be relaxed by the Local Government in cases where the strict enforcement of the rule is likely to cause undue hardship to the individuals concerned and where the duration of the leave without allowances to be granted does not exceed two months.

(2) Five years' continuous absence, whether with or without leave, entails forfeiture of appointment.

349-A. The Government have ruled that the extra remuneration drawn by an officer who holds a temporary appointment on a pay higher than that which would be drawn by him in his permanent appointment is not admissible during privilege leave and cannot be taken into account in the calculation of average salary so as to increase his furlough allowance. G.O., No. 407, Financial, dated 3rd May 1901,

To Police officers on Rs. 20 or less.

350. (a) Superintendents may grant privilege leave to Police officers whose pay does not exceed Rs. 20 per mensem in accordance with the articles under section II, Chapter XII, Civil Service Regulations.

(b) When sick in hospital or receiving medical aid as an outdoor patient at the station or the head-quarters of the district, they may be granted, in continuation of any other leave admissible under the Regulations, leave of absence for six months in any period of three years with full pay for the first three months and half pay for the remaining three months under article 288 of the Civil Service Regulations, provided that the illness is certified not to have been caused by irregular or intemperate habits. Hospital leave cannot be prefixed to other leave.

Note.—(1) A medical history sheet will be issued to each Police officer below the rank of Inspector on his enlistment. It will remain in charge of the station-house officer under the Inspector's supervision, and the man should get it from the station-house officer when getting his hospital chit and return it when coming to duty again. The name of district, district number, date and place of enlistment, birth place, age and former occupation will be filled up in the District office before issue. As the habits and conduct of a recruit cannot be known when the sheet is first issued, any fact regarding his conduct and habits should be noted in the column 'General remarks,' from time to time, as it comes to notice. All other entries will be made by Medical officers. A form of the sheet appears as No. 131 in Vol. II.

(2) A hospital book will be kept at the head-quarters of each district and at other places where there is a Police hospital. It will show the date of each admission to, and discharge from, hospital, with the nature of the disease and remarks of the Medical officer. The book will be in charge of the hospital orderly. When a man is admitted to, or discharged from, hospital, notice in a short form should be sent to the Inspector of the division.

(3) Superintendents should take care that it is well understood that men proceeding to hospital for treatment must invariably obtain passports, that no constable, who is an in-patient in a Police hospital, has any right to leave it without authority, and that a constable who absconds from a hospital without permission will be punished as severely as a constable who leaves his Police station without leave. It would be well to order that no constable in hospital should be allowed to be away without the written permission of the Hospital Assistant in charge. It will be easy to supply each Police hospital with a ticket book in counterfoil (Form No. 132, Vol. II) and order that, when a constable is allowed away, he should be given a ticket stating the period of absence allowed. The attention of Superintendents is drawn to the necessity for enforcing attendance, whenever possible, at a regular Police hospital where proper discipline can be maintained.

(4) A Police officer other than a member of the office establishment may be granted 10 days' casual leave at a time or fifteen days in a year, whether the leave is on account of attendance at hospital for slight ailments or other causes. As the fifteen days admissible in a year may be required by men on account of private affairs, short absences in hospital may be treated as hospital leave under article 288 of the Civil Service Regulations and not as casual leave. Any tendency to abuse the special concession of hospital leave should be checked by Superintendents.

(5) To enable the Superintendent to pass the necessary orders regarding the grant of leave for the period spent in hospital, as well as on the journey to and from hospital, a statement in Form No. 132-A, Vol. II, should be obtained from the officer in charge of the hospital by the Division Inspector concerned, and submitted to the Head-quarter office. In the case of Head-quarter hospitals (i.e., those which are situated at the same station as the Head-quarter office), however, the statement need not be obtained from the hospital, but will be prepared in the Head-quarter office by the station-house report checker by reference to the hospital book, station-house reports, medical history sheets, medical certificates and passports.

(c) Leave on medical certificate on half pay or on one-fourth pay under articles 336 and 340 of the Civil Service Regulations may also be granted.

(d) Leave on private affairs (article 337) and furlough (article 338) on half pay may be granted in any cases in which Superintendents may consider fit to grant such leave.

(e) Leave without pay under article 339, Civil Service Regulations, may be granted at the Superintendent's discretion when no other leave is by rule admissible.

(f) When leave or change of air is recommended by a Medical officer, privilege leave should be granted if the men are eligible for it.

Note.—Extracts from Circular Memoranda, issued from time to time on questions raised regarding leave to subordinate officers, are printed at page 397, Appendix, for the information and guidance of Superintendents.

(g) The time spent by reservist sepoys, when withdrawn from their civil duties for drill duty with their regiments, in journeying between their stations and the place of training, as well as the period spent on drill duty, may be treated as duty qualifying for leave under the Civil Service Regulations.

(h) All the members of the subordinate Police force throughout the whole of the Agency tracts in the Ganjam district who draw salaries of Rs. 20 and under are eligible for special leave on full pay for two months in the year.

Leave after 55 years of age.

351. An officer, after he attains the age of 55 years, is eligible for privilege leave, leave on private affairs and leave without allowances, provided that the total leave granted, whether on private affairs or without allowances, does not exceed six months in all, and for no other kind of leave.

Casual Leave.

352. (1) Casual leave is not recognized as any kind of leave and is not subject to the leave rules laid down in the Civil Service Regulations. It should not, however, be granted in continuation of any other description of leave or *vice versa*. It is only intended to meet the necessity for absence from duty for short periods, and is not intended to take the place of regular leave. No officer can claim it as a right, nor can it be taken without previous sanction.

(2) An officer on casual leave is not, however, treated as absent from duty, and his salary is not intermitted; consequently an officer who is transferred while on casual leave should formally make over charge as though he were on duty and then avail himself of the joining time admissible to him on transfer. Casual leave shall not be granted in continuation of joining time or *vice versa*.

353. (1) Casual leave may be combined in any manner with Sundays and other authorized holidays, provided that not more than seven days' casual leave, exclusive of such Sundays or holidays, shall be taken during one period of absence and provided that no period of absence from duty shall exceed ten days. The aggregate amount of casual leave which any officer of Government may have, during the course of one calendar year, shall not, without the special sanction of Government, exceed fifteen days, exclusive of Sundays and holidays which under this order may be combined therewith.

Exception.—Members of the force (*i.e.*, officers of and below the rank of Inspector) who are not allowed to avail themselves of Sundays and other holidays, may be granted casual leave for a period not exceeding ten days at a time provided the maximum of fifteen days in a calendar year is not exceeded. In the case of these officers, Sundays and gazetted holidays should not be excluded, but they should be counted in as part of the leave. Thus an Inspector who takes six days' casual leave is not permitted to add the

Sundays, and if his leave begins on Saturday afternoon, he must return on the Saturday morning following.

Gazetted officers must submit applications for casual leave to the Assistant Inspector-General through the Deputy Inspector-General. *Vide* P.O. No. 594 (b).

(2) Inspectors are not to grant casual leave to their subordinates, except with the sanction of the District Superintendent of Police. In cases of emergency, however, three days' leave may be granted in anticipation of sanction, the circumstances being reported in the diary.

(3) Heads of offices are authorized to grant, under the casual leave rules, a holiday on the anniversary of the birth of their Prophet to those Muhammadan public servants who desire it and a similar holiday on Maundy Thursday to those Roman Catholic public servants who may desire it.

(4) The period of absence of a subordinate directed by the head of his office to absent himself from his duties in consequence of the prevalence of infectious disease in his house shall be reckoned as casual leave, but shall not be counted against casual leave that may be due.

353-A. One month's casual leave may in certain cases be granted to Government servants proceeding to the Pasteur Institute at Kasauli for treatment—*vide* page 400, Appendix.

Applications for Leave.

354. Gazetted officers should submit their applications for leave to the Inspector-General through the Deputy Inspector-General.

Note.—Every officer applying for furlough or special leave should state in his application the date from which he proposes to take subsidiary leave, as well as the date from which he wishes his furlough to commence.

355. Superintendents of Police will apply in Form No. 133, Volume II, for leave on behalf of Inspectors and European head constables to the Inspector-General of Police through the Deputy Inspector-General of Police. When applying for leave of any sort on behalf of an Inspector, Superintendents should state what arrangements they propose making for the performance of such Inspector's duty during his absence.

356. An application for privilege leave should not be made more than six weeks before the leave is wanted. Every application for privilege leave should be accompanied by the following declaration :—

"I hereby declare that I have no intention of retiring or of taking long leave of any kind, for three months after my return to duty."

357. An officer proceeding on privilege leave is permitted to prefix, under the provisions of article 220, Civil Service Regulations, gazetted holidays to the privilege leave, if his absence involves no formal transfer of charge in the way of taking over money or the like, and if also it can be arranged that his *locum tenens* transferred from another station shall not assume charge of the office until the first working day after the holiday.

Note.—Applications for privilege leave should be considered with reference to the amount of casual leave previously granted to the applicant. This ruling does not apply to gazetted officers.

358. Applications for sick leave should be accompanied by the requisite medical certificate and statement (see the provisions of articles 828 to 832

and 836 to 838, Civil Service Regulations in the case of gazetted officers, and articles 833 to 838 in the case of non-gazetted officers). Attention should also be paid to the following rules :—

(1) In cases where a Presidency Surgeon is himself the medical attendant of a non-gazetted officer, the countersignature prescribed in article 833, Civil Service Regulations, should be by another Presidency Surgeon.

(2) Medical reports on the cases of officers proceeding on sick leave, required, under article 837 of the Civil Service Regulations, to be forwarded to Government for transmission to the India Office, or for other purposes, should invariably be forwarded in sealed covers.

Note.—Requisitions to Medical officers should be in Form No. 133-A, Volume II. The Medical officer will obtain the left-thumb impression of the applicant on the medical certificate and this impression will afterwards be verified by the head of the office with that in the applicant's service book.

359. (a) When submitting an application for leave out of India other than on medical certificate from an uncovenanted gazetted officer, it should be reported whether the leave is necessary on account of the state of the applicant's health, and, if so, a certificate by a Medical Board in support of that statement should be submitted. In the absence of such a certificate, the leave out of India will be held not to have been required on account of the officer's state of health.

(b) No officer granted long leave to Europe on account of ill-health, whether the leave be technically leave on medical certificate or not, will be allowed to return to duty unless he first obtains a certificate of fitness for duty in India.

360. When any Police officer on leave in a district other than his own applies to the local District Superintendent for an extension, it is the duty of that Superintendent to grant leave, on medical certificate, or if he considers reasons urgent, and to report to the Superintendent of the district to which the officer may belong.

Grant of Leave.

361. All leave to gazetted officers is granted by Government and published in Part I of the *Fort St. George Gazette*; but the Inspector-General may grant privilege leave for a period not exceeding one month, provided that no substitute is required to be appointed—in this case the leave granted is published in Part II of the *Gazette*.

362. All leave to Inspectors and European head constables is granted by the Inspector-General and published in the *Police Gazette*.

Superintendents may grant leave, in emergent cases, for one month, subject to their reporting in the application the necessity for granting the leave in anticipation of sanction.

363. All leave to head constables (other than European head constables) and constables is granted by Superintendents, or by Assistant Superintendents if specially authorized by the Superintendent. In the latter case Assistant Superintendents will forward the leave rolls in Form No. 134, Volume II, to the Head-quarter office for report as to eligibility and sanction the leave after receipt of such report. To enable the Head-quarter office to make entries in the Leave Register the Sub-division office will prepare and submit to the Head-quarter office daily a statement in Form No. 134-A,

Volume II, which will be compiled from the station-house reports. A similar statement will be prepared in the Head-quarter office for the information of the Account department. When no information is available, a *nil* return should be sent. When a man returns from leave, his leave roll should immediately be returned to the Head-quarter office with the date of return to duty *duly* entered therein. All leaves will be entered in a register in Form No. 135, Volume II, a separate page being set apart for each man. Leave orders will be communicated through the leave rolls themselves, which will be finally returned to the Head-quarter office for file.

Note.—Leave to first grade head constables can be sanctioned by the Superintendent and not by the Assistant Superintendent. A weekly memorandum of leave granted to them should be sent to the Assistant Inspector-General for publication in the Police Gazette.

All leave rolls or applications should be treated in all offices as emergent papers and disposed of on the day of their receipt. Delay in their disposal leads to frequent absences without leave on the part of subordinate Police officers.

364. Leave not availed of within thirty-five days of the date on which it is granted, will be considered cancelled and a fresh application will be required.

365. When an Inspector or a Police officer of lower grade is granted leave of absence other than privilege leave, he will invariably be furnished with an extract from District Orders showing the description and duration of the leave granted.

Departure on, and return from, Leave.

366. All gazetted officers about to proceed on leave of any description exceeding one month shall, before they quit their stations, furnish the Assistant Inspector-General of Police with their addresses while on leave.

367. Officers proceeding on, or returning from, furlough will report the date of embarkation or disembarkation to the Assistant Inspector-General.

367-A. An officer desiring to return to duty within the period of his leave shall communicate his intention to the Inspector-General of Police in time for the latter to disapprove of the officer's return if necessary.

368. When a Police officer drawing more than Rs. 20 per mensem avails himself of leave, other than casual leave, a report in Form No. 120, Volume II, stating the date and hour of his giving over charge of the duties of his post must be immediately sent to the Chief Office through the Deputy Inspector-General. A second report must, in like manner, be forwarded immediately on his return from leave.

368-A. Superintendents should invariably inform District Magistrates when they have been granted casual leave, and give the date when they intend to leave their districts. This should always be done in time to give the District Magistrates opportunity to object if they wish to do so. In the same way if duty calls a District Superintendent out of his district, he should always inform the District Magistrate of the fact.

Cancellation of Leave.

369. When an officer rejoins from leave, application to cancel any portion of it that may remain unexpired is unnecessary. The certificate of transfer of charge in the case of officers above the rank of Inspector, and the absentee statement in that of others, is accepted by the Accountant-General as sufficient intimation.

Chapter XVI.—Pensions and Gratuities.

Scale of Pensions and Gratuities.

370. Police officers, on pay not exceeding Rs. 20 a month on date of retirement, who were enlisted prior to 19th July 1871 and who elected the Superannuation Fund Rules, are granted pensions under those rules; all other Police officers including superior officers are granted pensions under the Civil Service Regulations. The following is the scale :—

Gratuity for pure Police service.

CIVIL SERVICE REGULATIONS.

For a service of less than 10 years, one month's pay for each completed year of service.

SUPERANNUATION FUND RULES.

After 7 years' service, one month's pay for each year of service, till entitled to pension.

Pension for pure Police service.

On medical certificate after 10 years' service, $\frac{1}{6}$ ths of the average emoluments of three years previous, and thereafter an additional $\frac{1}{60}$ th of average emoluments for each additional year's service up to 24.

After 25 years' service, $\frac{3}{60}$ ths of average emoluments of three years previous.

After 30 years' service, optional to retire on $\frac{1}{2}$ average emoluments of three years.

On medical certificate after 15 years' service, $\frac{1}{3}$ average emoluments of five years previous.

After 18 years' service, $\frac{1}{3}$ average emoluments of five years previous *plus* 5 per cent. of the average.

After 21 years' service, pension as for 18 years' *plus* another 5 per cent. of five years' average.

After 24 years' service, retirement optional on $\frac{1}{2}$ average emoluments of three years previous.

Note.—(1) The maximum pension admissible under the Superannuation Fund Rules is Rs. 10 per mensem.

(2) Service as peon, conicopoly, naiguo, duffadar, talaiyari, etc., in the old Police will be treated as superior service for pension or gratuity.

(3) Under clause (b), article 505, Civil Service Regulations, Police officers on Rs. 20 and less, re-enlisted on or after the 19th July 1871, are entitled to pensions under scale B, article 503, though they may have elected the Superannuation Fund Rules before re-enlistment.

(4) Policemen in the Madras City Police, on salaries not exceeding Rs. 20 a month, who enlisted after the 19th July 1871, may retire on pension without medical certificate after twenty-five years' service.

(5) The following menial servants are ineligible for pension, as their whole time is not retained for the public service [article 352, (c) of the Civil Service Regulations] :—

- (1) Lamp-lighters.
- (2) Totis.
- (3) Scavengers.
- (4) Sweepers on less than Rs. 4 per mensem.
- (5) Punkah-pullers.
- (6) Watchmen, watermen, cooks and ward attendants in the Police hospitals (this applies to incumbents entertained after 3rd July 1897 only).

Sweepers, scavengers and other menial servants, if entertained and employed as whole-time men before 3rd July 1897, and totis in service on 17th October 1898 whose claims for pension have been held admissible under the rules of the Civil Service Regulations, will be eligible for pension.

Age from which Police service counts.

371. Police officers who retire under the Superannuation Fund Rules can count their service from any age; officers who retire under scale B of article 503, Civil Service Regulations, count their service from the age of 18 years. Those whose pay at date of discharge or resignation exceeds Rs. 20 and whose pension is regulated under the rules which apply to ordinary service, count their service from the age of 20 years under article 506, Civil Service Regulations. In any other case, the general limit of 20 years applies.

Period of Leave not reckoned as Service.

372. Besides privilege leave, which always counts as qualifying service, one year's long leave with allowances spent in India may be included as qualifying service for pension in a total service of not less than fifteen years, and two years of such leave in a total service of thirty years.

In the case of Police officers whose pay does not exceed Rs. 20 on the date of retirement, the periods of long leave may be counted as qualifying service in accordance with the above calculation whether the long leave is with or without allowances.

Periods of absence without leave and overstay of leave do not count as service.

Suspensions, Resignations, Dismissals and Breaks in Service.

373. Time passed under suspension adjudged as a specific penalty does not count as service. Suspensions cancelled by full acquittal of blame, with sanction to draw full pay, should be included as service.

374. Resignation, or removal for misconduct, insolvency, inefficiency, or failure to pass a prescribed examination, entails forfeiture of past service.

Note. It will be clearly explained to every officer who applies to retire, before he is entitled to any pension or gratuity, what the effect of such retirement will be. A written statement will be taken from the applicant to the effect that he understands the consequences of his resignation, before the order accepting his resignation is passed. *Vide* also P.O. No. 299 (h).

375. Abolition of office, transit from one appointment to another with the consent of heads of both the offices, resignation of an appointment to take up another appointment, service in which counts, absence prolonged after the end of leave if the individual is not struck off, and suspension followed by reinstatement, though not to the same office, do not constitute a break entailing forfeiture of past service.

376. A Police officer on pay not exceeding Rs. 20, who re-enlists within one year after discharge, may, with the sanction of the Inspector-General, count his service before such discharge.

Rules regarding Medical certificate.

377. Commissioned Medical officers, District Medical and Sanitary officers and Civil Surgeons are *alone* authorized to grant *certificates of unfitness for further service.*

378. Medical officers should not grant a certificate of unfitness for further service to any Government servant, except on the requisition and with the cognizance of the head of the office or department in which he is at the time serving. Every such application for examination should be accompanied by a letter in Form No. 133-A, Vol. II. The Medical officer will obtain the left thumb impression of the applicant on the medical certificate, and this impression will afterwards be verified by the head of the office with that in the applicant's service book.

379. (a) The form of the certificate to be granted to an officer applying for pension is laid down in article 447, Civil Service Regulations, and should contain such additional particulars regarding the nature of the duties for which he is supposed to be unfit as the head of his office or department may desire to have.

(b) A certificate granted by a single Medical officer will be accepted only in cases where the services of a second Medical officer are not available. The cause of the incapacity should be clearly stated, whether it arose from imprudence and intemperate habits or otherwise, discrimination being made between the habits of drinking or drugging and syphilitic or venereal affections.

380. (a) Special attention is directed to article 443, Civil Service Regulations, which directs that where the Medical officer is unable to discover any specific disease in the officer, but yet considers him incapacitated for further service by general debility while still under the age of 55 years, he should give detailed reasons for his opinion, and, if possible, a second medical opinion should be obtained; also that in cases of this kind special explanation will be expected from the head of the office or department of the grounds on which it is proposed to invalid the officer.

(b) This certificate is essential only in cases of invalid pensions and gratuities, and should be dispensed with in cases of voluntary retirements and in those of persons of 60 years of age and upwards. In the latter case, the head of the department will certify, in the column 'Any other remarks' of the application, that the officer is very old and infirm and incapacitated through age for further effective work. The same course applies also to superior servants above 55 years of age permitted to retire by the head of the department.

381. Applicants for invalid pensions or gratuities should be discharged on the date of the medical certificate being granted to them. Their retention in the service after, or discharge before, that date should be fully explained.

Retention in Service in certain special cases.

382. Police officers on pay of Rs. 20 and under who may be fit for light work may be retained in the service after the date of the medical certificate,

till the orders of Government granting pensions or gratuities are received in the district, provided that their service counts only up to the date of the medical certificate.

383. (a) The invaliding rule should not be enforced in cases where, without prejudice to the interest of Government, the retention of an individual in the Government service for a brief period will confer a title to a pension, in lieu of a gratuity, or to an increased rate of pension.

(b) The brief period of retention allowed in the above rule should not, as a rule, exceed three months.

Fifty-five years' rule.

384. Under article 462 (a), Civil Service Regulations, the Government have delegated to the Inspector-General of Police in regard to the Police department—

(1) the power of declaring any non-gazetted subordinate to be efficient, and permitting him to remain in the service, provided he continues to be efficient, for a definite period up to, but not beyond, the age of sixty years.

(2) the power of declaring any non-gazetted subordinate to be inefficient, and compelling him to retire at the age of fifty-five years, or on the expiry of any further period up to which his service has been extended, or before the expiry of such further period if he ceases to be efficient.

About a month before an officer (Inspector, head constable, or constable) attains fifty-five years of age or the extension of service granted after the attainment of that age expires, application should be submitted to the Inspector-General for the further retention of the officer in service or for orders compelling him to retire, with the Superintendent's recommendation, which should set forth fully the grounds of recommendation in each case. All such applications will be submitted through the Deputy Inspector-General of the range.

385. An officer who has attained the age of fifty-five years may, at his option, retire from the service under article 464 of the Civil Service Regulations.

Note.—The fifty-fifth birthday is to be reckoned as a non-working day, and the officer must retire, or revert, or cease to be on leave (as the case may be), with effect from and including his fifty-fifth birthday.

Retirement of Public Servants suffering from Leprosy.

386. If a man is declared by a competent medical authority to be suffering from incipient leprosy, he should at once be retired from the public service on such pension (or gratuity) as he may be entitled to under the rules. The mere existence of such a disease is a sufficient disqualification for the public service; but a Medical officer's certificate should, as in other cases, be obtained.

Record of Service.

387. Service Books.—(a) Every non-gazetted officer, with the exception of a Police officer whose pay does not exceed Rs. 20 a month, holding a

substantive appointment on a permanent establishment, is required to keep up a service book, in which should be entered a statement of every step in his official life, each entry being attested at the time by the immediate head of the office in which he is serving.

Note.—Service books should also be kept in the case of such inferior and superior officers employed in the department, who do not come under the special rules of pension and gratuity provided for Police officers of the regularly-constituted force.

(b) The entries in the opening page should be renewed or re-attested at least every five years, and the signatures in the last two columns should be dated. Columns 1 to 8 in the second page should be filled up when an appointment begins, and columns 9, 10 and 12 when it terminates—the signature in column 7 being the signature of the officer whose history is recorded. Entries in column 13 will be made only by the officer empowered to dismiss or appoint the subordinate concerned and will, in ordinary course, be open to revision by higher authorities.

Thumb and finger-print impressions of the left hand will be recorded in the service register on the first page of the service book in the case of registers of quarto size, and in the column showing “personal marks of identification” in the case of registers of foolscap size. They should be taken in the presence and under the personal superintendence of the head of the office or other officer whose duty it is to attest the entries in the service register.

Note.—These impressions should not be taken on separate slips of paper and pasted to the service register, but should be taken in the book itself.

To the finger-prints as thus recorded should be appended a certificate in the following terms:—

“Certified that the above finger-prints have been taken in my presence and under my personal superintendence, from the left hand of individual *whose services are entered in this book* (or ‘whose pension forms the subject of the application’ or ‘whose name is entered in this pension payment order.’)”

(c) A service book should be a record of facts, not of opinions. Reprimands, punishments and rewards awarded by the Inspector-General should be entered in column 13 under the attestation of the Superintendent; punishments for serious offences will be entered with the sanction of the Inspector-General. The fact that a Police officer has passed the examinations for the Inspector’s test should also be entered in the service book, the date and page of the *Fort St. George Gazette* and the *Police Gazette*, notifying the results of the examinations, being quoted. Leave of every description (except casual leave) and every break in service should be noted, with full details of its duration, by an entry written across the page, and attested by the head of the office.

(d) *Cancelled.*

(e) A service book is supplied at his own cost to every officer on his first appointment. It is to be kept in the office in which he is serving, and transferred with him from office to office. It may be given up to the officer only in cases in which no pension is given on resignation or if discharged without fault.

(f) Service books should be kept in English in all offices of which the head is acquainted with that language; all the headings should be printed both in English and in the vernacular.

(g) (i) When three months have elapsed from the date of an officer's service terminating by dismissal, discharge or resignation, his service book will be sent to the Chief Office for safe custody and for disposal as hereinafter provided :—

Proviso (a).—If the officer has resigned or has been discharged for no fault, the service book may, on his application, be handed over to him, an entry being first made therein to that effect.

Proviso (b).—If the service book be required for the disposal of any current papers, it shall not be sent to the Chief Office until the need for it is at an end.

(ii) A service book will be retained at the Chief Office for a period of ten years or until the officer's decease, whichever occurs first, after which it will be destroyed. The service book of an officer, who has been dismissed and who is afterwards reinstated, should, on requisition, be returned to the head of the office in which he is re-employed. A similar course should be adopted when the officer has been discharged without fault, or resigns, and is subsequently re-employed.

(iii) In the case of an officer's service terminating by his death, his service book may, on application, be handed over to his relatives: should no application be made within six months of the officer's decease, the service book may be destroyed.

(h) Service books must be kept in the Head-quarter office and will, with the service register of the constabulary, be specially inspected and reported upon by the Deputy Inspectors-General when visiting districts.

(i) Service books forwarded with rolls for pension or gratuity should be closed by stating the reason of termination of service, the entry being signed by the Superintendent.

(j) The service books in the Head-quarter office should be taken up for verification in January of every year by the District Superintendent of Police, who, after satisfying himself that the service of the officer concerned is correctly recorded in his service book, should record a certificate therein under his signature. The Constabulary Register should likewise be verified and a certificate recorded on the last page each year. The fact that service books are correctly written up should also be stated in the annual administration report.

388. Constabulary Register.—(a) Article 823 of the Civil Service Regulations directs that, in the case of Police officers who are exempted from keeping service books, there shall be kept up for each district, by District Superintendents of Police, a service roll in English, in which shall be recorded the date of enrolment of each man in the constabulary, his caste, tribe, village, age, height and marks of identification when enrolled, his rank, promotion, reduction or other punishment; the interruptions of his service, and every other incident in his service which may involve forfeiture of portions of his service or affect the amount of his pension.

(b) The Constabulary Register in Form No. 136, Volume II, the Leave Register and the Defaulter Book prescribed will form the record required to be kept by the above rule.

(c) The name of only *one* head constable or constable will be entered on each page of the Constabulary Register, every fresh enlistment being

entered consecutively on a new page. A note will be made in the register on the page for each individual of the number of the page of the Defaulter Book relating to him.

Thumb and finger-print impressions of the left hand of a person selected for enlistment should be taken on the Verification Roll (Form No. 113, Volume II). This will be forwarded with extracts from the Constabulary Register when men are transferred to other districts.

(d) The dates of every promotion, reduction, suspension and dismissal should be shown in the Constabulary Register. All absences from duty, whether on leave (except casual leave) or without leave, should be shown in the Leave Register, the pages of the Leave Register and the Defaulter Book being noted at the foot of the Constabulary Register on the page for each man.

(e) The *upper half* of the page treating of information connected with the man's enlistment, his age, caste, qualifications, &c., should bear the signature in full of the Superintendent ordering the enlistment. Every promotion, reduction or suspension as well as all entries relating to rewards and good service entries in the *lower half* of the page should be *verified* by the Superintendent before whom the register will be laid by the Head-quarter Inspector for that purpose not less frequently than once a month. When a man becomes a *casualty*, the *nature* and *date* of such casualty should be entered at the foot of the page of the man's register, and this entry should be signed by the Superintendent. The date on which the discharge certificate was signed by the Superintendent and the character borne by the individual while in the service should also be noted.

(f) An index book to the Constabulary Register should be kept, and in this book all numbers of the men should be entered *consecutively* in columns. Opposite to these numbers, in two other columns, should appear the *number* of the *volume* and the number of the *page* in which each head constable's or constable's register is to be found.

(g) From the Constabulary Register, the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected as prescribed in P.O. No. 394 (viii), in respect of any service rendered before enrolment in the constabulary which the applicant may be entitled to count. The statement of service will be accompanied by a copy of the applicant's defaulter sheet.

389. Verification of service.—Every applicant for pension should submit a petition to the Superintendent, expressing his intention to retire and requesting that his service may be verified; the Superintendent may then carefully verify the service and ascertain his qualifying service (excluding the periods of absence, suspensions, &c., if any). Men who have a short time to serve to qualify for a higher pension should not be allowed to forfeit their claim by a premature retirement. Superintendents should see that no man's name is removed from the active list, unless the petition above referred to is obtained and recorded. Whenever there is any difficulty in the verification of service, the papers referred to in article 907 of the Civil Service Regulations should be submitted to the Chief Office for verification.

Note.—Contemporaneous official records, when they exist, should always be made use of in preference to oral testimony in the verification of entries in service books.

Maintenance and Verification of Service Books and Constabulary Registers.

389-A. I. A district order should be passed entrusting the duty prescribed to a particular clerk in the office, who should be held personally responsible for the correctness and completeness of the service books and the Constabulary Register. The service books are for Inspectors and first grade head constables, as also for menial servants, such as sweepers, whose whole time is devoted to the public service and who are eligible for pension (*—vide* P.O. No. 370, note 5), and the Constabulary Register for second grade head constables and below. The person appointed should be under the supervision of both the Audit and the Head-quarter Inspector.

II. The clerk so appointed will note in each service book or Constabulary Register every change in the order of its occurrence, and, after the entry has been duly verified by the Head-quarter Inspector, should have it attested by the Superintendent at once if he is at head-quarters, or on return from camp.

III. The verification of the entries made by the clerk will be entrusted to the Head-quarter Inspector, but the responsibility as to their accuracy will rest with the Superintendent who has to attest them.

IV. The clerk appointed should see that—

- (a) the dates of commencement and termination of service in an appointment with the rate of pay are correctly noted ;
- (b) leave of all kinds (except casual leave) is duly recorded in detail ;
- (c) suspensions, degradations, dismissal or removal from service on account of misconduct or inefficiency, are duly noted with a brief note of explanation ;
- (d) the cause of termination of service, whether by promotion, transfer, degradation, &c., is duly given ;
- (e) the deputation of an officer to a temporary appointment, if any, under article 376, Civil Service Regulations, is duly noted in the proper column ;
- (f) all erasures or interpolations are duly initialled by the Superintendent of Police ;
- (g) the necessary signatures of the several officers are obtained in the proper columns in the service books of Inspectors and first grade head constables ;
- (h) no certificates of character are entered in column 13 ;
- (i) the surname or house name of the officer is correctly given ;
- (j) good service entries are noted ;
- (k) the examinations passed are entered as required by P.O. No. 387 (c) ;
- (l) the entries in the opening page are renewed or re-attested, &c., as laid down in P.O. No. 387 (b) ;
- (m) in the case of the Constabulary Register, that the instructions in P.O. No. 388 are carried out ; that the names of the registered legal heirs, with reference to the annual returns of heirs, &c., received from the Division Inspectors, are noted ; that service rendered under Government previous to employment in the Police, with period, pay and capacity, and also number and date of authority, are entered ; and that, if the officer has served in any other district or districts, statements of service furnished from them, with the dates of transfer and numbers in those districts, are noted.

V. When an Inspector or a first grade head constable is transferred, whether permanently or temporarily, from one district to another, the necessary entry of the nature and reason of the transfer should be made in his service book in the office from which the officer is transferred; and the book, after being duly verified to date and attested by the Superintendent of Police, should be transmitted to the Superintendent of the district to which the officer has been transferred, who will thenceforward have the book maintained in his office. If he should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or omission supplied, before the book is taken over by him.

Similarly in the case of second grade head constables and downwards, their transfers from one district to another will be noted in the Constabulary Register with a very brief entry of the reason of the transfer, such as 'misconduct, public grounds, suspicious conduct, &c.' True extracts from the Constabulary registers signed by the Superintendent should be sent to the Superintendent of the district to which they have been transferred. The extracts should be copied into the register of the latter district (more papers than one being used, if necessary), all the leave being entered in the Leave Register.

VI. The date of the commencement of service in any appointment will be the date from which an officer draws the pay of an appointment, and the date of termination, the date up to which he drew such pay. Periods occupied in transit from one appointment to another will be reckoned as service in the appointment, the pay of which the officer is allowed during transit.

VII. In regard to periods of service which cannot be verified from office records, such as pay bills, acquittance rolls, &c., an affidavit of the officer concerned and evidence of his contemporary employes should be taken as occasion arises and attached to the service book, with the opinion of the then Superintendent of Police as to whether the period in question should be admitted or not.

The affidavit or contemporary evidence should state in full details (1) whether the applicant was in permanent employ, and (2) whether there were any breaks in the services or any leave granted.

VIII. Particular attention should be paid to the above rule as delay is often caused by references in regard to unverifiable service. Any omissions in regard to past service of the men in the force should be at once supplied.

The Superintendent of Police, in recording the annual certificate of verification agreeably to P.O. No. 387, clause (j), should, in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them) a statement in writing by the officer as well as his contemporary evidence is attached to the service book.

In the case of the Constabulary Register, such statement in writing and such contemporary evidence should be preserved separately, a note of the fact being made in the register.

IX. When an Inspector is promoted to the grade of Assistant Superintendent of Police, an entry to that effect will be made in his service book, which will then be forwarded through the Chief Office to the Accountant-General for record in his office.

X. Whenever an officer is transferred to foreign service, the Superintendent of Police should forward his service book to the Accountant-General through the Chief Office for the purpose of the transfer being duly noted in it, agreeably to article 822 of the Civil Service Regulations. The same procedure should be followed when the officer reverts to Government service or proceeds on leave while in foreign service.

Procedure preparatory to retiring an officer from service.

XI. (a) When an Inspector, head constable or constable applies for pension, or whenever it is thought desirable to retire him, the clerk in charge of the service books and the Constabulary Register should be directed to prepare a note of the man's service stating whether, in the case of head constables of second grade and downwards, the Superannuation Fund Rules apply, and submit the note through the Audit and Head-quarter Inspectors for scrutiny and verification, and they should seek to obtain all the information necessary for the pension application. On receipt of the Audit and Head-quarter Inspectors' report that all the information is ready and on the Superintendent being satisfied that it is so, and not till then, may the retirement of an officer be recommended or his application for pension accepted. After obtaining the sanction of the Inspector-General in cases in which it may be necessary, final orders should be passed by the District Superintendent as to the date from which the officer should retire or be pensioned. This procedure will prevent delay in the submission of pension applications and guard against officers being retired who may have yet a few months to complete service entitling them to a higher rate of pension.

(b) When an Inspector, head constable or constable is found unfit for service and his examination by a Medical officer is considered imperative, the fact should at once be reported to the District Superintendent of Police, who will at once direct all necessary information for the pension application to be obtained. On receipt of the Audit and Head-quarter Inspectors' report, as under clause (a) above, and on the Superintendent being satisfied that all the required information is ready (but not till then), the Superintendent will address the Medical officer requesting him to examine the officer and furnish him (the Superintendent) with a certificate as to his fitness or otherwise for further service. Immediately on receipt of the Medical officer's certificate, the District Superintendent of Police will issue necessary orders in case the officer is declared fit. In case the certificate declares him to be unfit for further service, the District Superintendent of Police will, without delay, pass necessary orders for discharging the officer from the date of the medical certificate.

(c) The pension application will then be prepared and submitted to the Chief Office with the least possible delay. It should be possible to despatch the application within a week at the most from the date of discharge.

Procedure after retirement of an officer from service.

XII. Before despatching an application for pension or gratuity to the Chief Office, the Superintendent should satisfy himself that the application has been prepared in conformity with the instructions issued by the Accountant-General, of which a printed copy has been furnished to each Superintendent.

XIII. Officers who have retired from the service should be required to furnish information to the Superintendent's office regarding their place of residence, in case it should be necessary to obtain further information from them.

XIV. Pension applications should not be treated as papers which may be dealt with in the ordinary course; but their disposal as well as subsequent references, if any, from the Accountant-General or any other officer should be regarded as emergent.

Applications for Pensions and Gratuities.

390. Preparation of.—Applications for pension and gratuity must be prepared in the regular printed form, No. 25, at page 76, Appendices to the Civil Service Regulations.

391. First page of the application.—The house or country name, with caste designation (in the case of natives) should be given throughout the vouchers and application roll, in addition to the individual's name. In entering the name of the treasury at which the applicant wishes to draw his pension, the name of the district where the treasury is situated should also be noted. The personal marks should be sufficiently definite for purposes of identification. Such remarks as (a) without beard, (b) pock-marked, (c) slit nose, (d) no marks, and the like, leave great room for fraud.

Thumb and finger-print impressions of the left hand of the applicant for pension will be recorded (a) on the first page of the pension application on the right hand margin or at the foot of the page, and (b) at the foot of the first page of the Collector's half of a blank form of the pension payment order; care should be taken to assign and distinguish a separate space for the thumb and each finger. The officer by whom the pension application is prepared will be responsible for the record of the finger-prints, which will be forwarded with the application to the authority having power to grant the pension.

Note.—These impressions should not be taken on separate slips of paper and pasted to the pension application.

To the impressions thus recorded should be appended a certificate in the form given in clause (b) of P.O. No. 387.

The signature of the applicant for pension should also be obtained in the Collector's half of the pension payment order.

If in any case attendance before the head of the office be a matter of difficulty, or occasion undue expense to the applicant for pension, he may, with the consent of the head of the office, give the impressions before a Magistrate who should satisfy himself as to the identity of the applicant and record a certificate that he has done so and that the impressions have been taken in his presence.

Thumb and finger-print impressions need not be taken in the case of applicants for gratuities.

392. Second page of the application.—(a) Service of every individual rendered in any other department prior to entering the Police should invariably be detailed in the second page, whether it gives any additional benefit as regards his pension or otherwise. When the applicant has not any such previous service, the fact should invariably be noted in the application roll. The entries in this page should correspond with those in page 2 of the service book.

(b) Service from the date of enlistment up to the date of discharge should be shown continuously, and any break between should be accounted for. The period of service in each grade, on each rate of pay, should be entered separately, and the total duly made out.

(c) In calculating service, the date of the end of one grade should be that immediately preceding the date of the commencement of service in the next grade. Total of periods of service in different grades should correspond with the period calculated from the date of commencement of service to that of its termination.

(d) The dates of promotion, reduction or enlistment should be entered by a strict reference to the pay bills, as those given from the monthly returns are often incorrect.

Note.—Whenever the year of an applicant's birth or entertainment in Government service is known but not the exact date in that year, the 1st July shall be considered to be the date of his birth or the date from which service commenced, as the case may be. In the case of an officer whose year as well as the month of birth is known, but not the exact date, the 16th of the month should be treated as the date of birth.

(e) Service of applicants below the limits of minimum age should be shown separately in the history of service and entered in the column "Period not reckoned as service." Long leave should also be shown under the same column, subject to the proviso in P.O. No. 372. Periods of absence without leave, overstaying leave and overstaying joining time, and suspension adjudged as a specific penalty should always be treated as "Period not reckoned as service."

(f) In the column headed 'How verified,' the class of records (such as pay bills, monthly returns, &c., from which the applicant's services have been verified) should be stated.

393. Third page of the application.—(a) In recording the character of an individual, Superintendents must exercise the greatest care and must closely scrutinize the defaulter sheets. Superintendents will also exercise the most careful supervision in respect of entries in the defaulter sheet, as it is solely upon the nature of those entries that the Government decide whether any reduction should be made from the maximum pension admissible. In describing character, the following terms should be adhered to: 'Very good,' 'Good,' 'Fair,' 'Indifferent,' 'Bad,' and 'Very bad.' If a man's character has recently changed, and, in the opinion of the Superintendent, it cannot be properly described by any of the above terms without qualification, the word 'Latterly' may be used as a prefix.

(b) Opposite to No. 3 in the third page, information should be noted whether any gratuity was awarded to the individual for such previous service or not, and if so, the orders of Government sanctioning the same should be quoted. Any refund of gratuity after re-employment should be noted. The Treasury officer's receipt crediting the amount should be forwarded with the gratuity or pension roll.

(c) The explanation required in line 4 of this page is indispensably necessary in cases of compensation pension or gratuity, and applies to such cases of invalid pension or gratuity in which the applicants are considered unfit for a particular branch of duty.

394. Documents accompanying.—An application for pension or gratuity should, as far as possible, be free from superfluous matter and corrections. It should invariably be accompanied by the following documents:—

(i) An original medical certificate of unfitness for further service in the case of invalid pension.

(ii) Election certificate.

Note.—The election certificate, with the signatures of the person electing and the officer taking the election, should show the rules the applicant has elected to serve under on both occasions (of first elections and re-elections) written clearly in English in all cases and for all grades (first grade head constable not excepted), who were on the strength of the force on or before the 19th July 1871. It should also show the dates of election and entertainment of the applicant. The election certificates for pension, &c., of men transferred should be retained in their old districts, until application for pension, &c., is about to be made on their behalf in their new districts, when the Superintendents will arrange for the necessary transfer of certificates.

(iii) Last-pay certificate in the case of pension (not gratuity) rolls.

Note.—The last pay and discharge certificates of those persons retained in the service, in accordance with article 456 of the Civil Service Regulations, should be forwarded as soon as the sanction of Government is received in the district.

(iv) Defaulter sheet.

(v) Memorandum of calculation of pension.

(vi) A copy of the first page of the pension application with a set of the finger impressions thereon.

(vii) Extracts from the Service and Enlistment registers containing the following particulars:—

- (1) Dates of entertainment, promotions, reductions and suspensions with causes in each case.
- (2) The nature of leave enjoyed, *i.e.*, with full pay, half pay or without pay, and the exact duration of each as exhibited in pay bills and returns.
- (3) Previous numbers and other names the applicant might have had.
- (4) If the applicant has served in more than one district, statements of service furnished by each district, with the dates of transfer clearly noted.
- (5) Every event of note that has occurred in the history of the applicant's service.

(viii) Service book in the case of officers on pay exceeding Rs. 20 on date of retirement: and in the case of inferior servants, an original statement of qualifying previous Government service furnished by the heads of the several departments wherein the applicant may have served, with a certificate of their having verified the entries therein from the records of their offices, detailing periods of service with exact dates of local posts held by the applicant, rates of pay, causes of the applicant's ceasing to do duty with explanation for any apparent breaks, &c., and copies of orders of heads of departments for any reinstatement after dismissal for misconduct or from any other cause, and for suspension and subsequent cancellation or relief therefrom; failing to obtain this, any testimonials, *sarnads*, *hukums*, &c., given by heads of departments, in possession of the applicant; in the absence of any kind of official record, statements containing information on all the above points from the applicant and from not less than two contemporary employes taken by the Superintendent—in this case it will rest with the Government and the Accountant-General to decide whether the whole or any part of such service is eligible or not.

(ix) Copies of orders, if any, by competent authority cancelling suspension, reinstating with full acquittal of blame or sanctioning re-enlistment with benefit of previous service.

(x) In cases where the actual order directing suspension or dismissal is not sufficiently full, a brief statement of the reasons on which the order was based is all that is required. Where the order itself is not forthcoming, a short summary of any available evidence as to its nature and the circumstances in which it was passed, should be attached to the service book or pension application.

(xi) Memorandum of good service entries and rewards.

395. Submission of.—(a) Superintendents are not at liberty to refuse to submit applications by their subordinates for pension or gratuity, though incapacity for further service was owing to irregular or intemperate habits and even though *prima facie* no pension or gratuity is admissible under the rules. The decision rests with Government.

Note.—The Government have ruled that no retiring allowance can be granted to an applicant for pension who, having been incapacitated from further service in consequence of a disease curable by an operation, refuses to submit himself to such operation.

(b) Pension rolls should be despatched within a week after the discharge of the man concerned. Any delay beyond this period should be explained.

(c) No question about the pension of an officer who has not retired from the public service should be submitted. But this rule should not be read as prohibiting the consideration, until an officer retires or is about to retire, of a proposal to condone a break in his service.

396: Calculation of pension.—(a) If, during the last three years of his service, an officer has been absent from duty on leave with allowances, or on leave without allowances (counting as service for pension), his emoluments, for the purpose of ascertaining the average, should be taken at what they would have been, had he not been absent from duty.

(b) If, during the last three years of his service, an officer has absented himself without leave or has overstayed his leave or has been absent from duty on leave without allowances (not counting for pension) or suspended under such circumstances that the period of suspension does not count as service, the periods so passed should be disregarded in the calculation of the average, an equal period before the three years being included. Fractions of a pie should be struck out from the result of calculations of pensions.

Payment of Pensions and Gratuities.

397. Pensions and gratuities sanctioned by Government, or by the Inspector-General of Police under article 921 of the Civil Service Regulations, should be disbursed to the recipients by the District Treasury officers on the identification of the parties by the Superintendents of Police.

398. Superintendents should report, without delay, for communication to the Accountant-General, the names of the registered heirs of Police officers discharged on pension or with gratuity who may die before the amount has been paid.

399: The subordinate Police will ascertain and report the death of civil pensioners to the Superintendent, who will communicate such reports to the Collectors of their districts.

Re-employment after Pension.

399-A. Superintendents of Police should *invariably inform* pensioners who retire under the Superannuation Fund Rules, that they cannot be re-employed and also draw their pension. A slip to this effect should be given to each man on retirement and the terms of article 521, Civil Service Regulations, clearly explained to him.

399-B. When a person, who was formerly in Government employ, is re-employed, whether permanently or temporarily, the provisions of article 510, Civil Service Regulations, should be strictly followed. If, from a neglect of the provisions of that article, any overpayment is made, the amount of such overpayment will be recovered from the officers responsible for the overpayment.

Chapter XVII.—Receipts on Government Account.

General Rules.

400. All money transactions to which an officer of Government in his official capacity is a party, must, without any reservation, be brought to account, and all sums received be lodged in full in the Government treasury to be credited to the appropriate account. Under no circumstances is any deposit to be placed in the hands of any official whatever.

401. All receipts on account of Government for guards supplied, recoveries on account of clothing, &c., will be paid into the treasury to the credit of Government.

Note.—All remittances to the treasury will be accompanied by a book (Form No. 137, Volume II) signed by the Superintendent, the foil of which will be retained in the treasury and the counterfoil returned with the signature of the Treasury officer in case of sums not less than Rs. 500 and with the signature of the Accountant and Treasurer in the case of those below. The entries in this will then be checked by the Superintendent with the corresponding entries in the Cash Book.

The book can be signed by the Head-quarter Inspector *only* when the Superintendent is absent on circuit; and when the latter officer returns to head-quarters, he should go through the book and satisfy himself that all entries are correct and initial the Head-quarter Inspector's signatures. The same procedure will be adopted in the case of bills sent to the treasury for payment. (Form No. 138, Volume II.)

402. Sums received at other than the Head-quarter office will be remitted to it, or paid into the nearest sub-treasury, as may be convenient. In the latter case, the treasury receipts will at once be forwarded to the Head-quarter office.

403. All sums paid to the credit of Government will be shown in a statement (Form No. 139, Volume II), which will be submitted monthly to the Chief Office at the end of each month through the Treasury officer. This statement will be checked by the Chief Office with the Accountant-General's figures which are furnished monthly. Deductions from bills for lodging and lost clothing, &c., which appear as receipts in the Treasury accounts, should be included in this statement. The deductions from bills on account of grain should be shown separately herein in Ganjām and Jeypore.

404. All receipts at the Head-quarter office which have to be credited to Government, as well as the amount of cash orders and moneys received on any other account whatsoever, will then and there be brought to account in the Cash Book.

Note.—A list (Form No. 141, Volume II) of all sums not belonging to the permanent advance remaining in the cash chest on the last working day of the month will be attached to the Account Current, showing every single item in detail. In this list will also be shown in *red ink* sums appearing in previous lists disposed of during the month, with the manner in which they have been disposed of.

405. (a) Money drawn by Superintendents, either through Divisional Inspectors or direct from the treasury for pay, is accounted for in the District Pay Abstract supported by the divisional pay bills, and supplemental pay bills.

(b) Money for current contingent expenditure is accounted for in the Account Current of the district (Form No. 143, Volume II), and the Superintendent's contingent and other bills.

(c) The date of disposal of money received from all other sources will be entered opposite each item in the appropriate column of the Cash Book.

Custody of Cash chests of District Officers.

406. Each cash chest will be provided with two locks, viz., a box-lock, and a padlock to the hasp. One key will be kept by the Head-quarter Inspector, and the other by the second Office Inspector. District cash chests will be built into the wall or floor of the office, whichever is most convenient, in brick and chunam.

407. All public moneys, whether in bills, orders or cash, in the possession of the Superintendent of Police, will be kept in the cash chest alone.

408. No moneys, except such as belong to Government and are entered in the Cash Book, are to be deposited, under any plea whatever, in the District cash chest.

Cash chests of other Departments.

409. Police officers are strictly forbidden to take charge of any money or valuable property for other departments, unless securely placed in a well-locked box and sealed in such a manner as to prevent the contents being tampered with. It is only at Cusbah and large Police stations where a regular watch is furnished that arrangements can be made for the custody of public money. It is nevertheless safer to lodge cash chests in small Police stations than out of them, but officers of departments taking these precautions are expected to remain in the immediate neighbourhood, and to detail their lascars to take charge of the money.

Police station-houses may be used temporarily as places of safe deposit of cash chests of Government departments under the above conditions.

There is no objection to the cash chests of the Postal department being embedded in the floors of Treasury guard-rooms, provided that sufficient accommodation is available and the Police guard is not thereby put to inconvenience. In each case, however, it should be left to the District Magistrate to determine, in consultation with the Superintendent of Police, whether the cash chest should be embedded in a Police station or in the Treasury guard-room.

410. (a) The cash chest of a Sub-Magistrate at the district or taluk head-quarters will be placed in the Huzur or Taluk treasury for safe custody. The cash chests of other Sub-Magistrates may be lodged in the nearest sub-jail ward within view of the sentry. A note of the property deposited and removed will be made in the Sentry Relief Book, the entry being attested by the Police officer on duty and the Revenue officer in charge of the property. The contents of the cash chest need not be specified. The practice of taking charge of treasure or other valuables without granting a receipt is forbidden.

(b) In cases where the District Magistrate provides iron bound chests in the Police station for the preservation of valuable property, a padlock and *two* keys are generally supplied. In such cases, one key should be put in a sealed bag and labelled and deposited in the Head-quarter office. The station-house officer should only keep one key with him in the station. The existence of two keys in a station, belonging to boxes, where sometimes very valuable property is kept, is likely to lead to divided responsibility and trouble.

411. (a) The cash chests of officers in charge of pensioners will, when required, be received at Police stations for safe custody.

(b) i. On the dates on which payments are made, the Police will furnish a treasure escort in the morning for the above cash chest from the Police station to the pension office or place of payment and a similar escort in the evening for the return of the cash chest to the Police station.

ii. The cash chest should invariably be deposited in the station before dark and should be sent away from and be received back into the station by the station-house officer or head constable on duty.

(c) While payments are being made, one constable will remain at the pension office to preserve order, &c., among the large crowds that assemble on these occasions.

Cash Book.

412. (a) The Cash Book, which should be in Form No. 144, Volume II, should be an accurate record of all cash transactions, and entries will be made immediately each transaction occurs. All public moneys, whether in bills, orders or cash, will be entered in the Cash Book.

Note.—Bills will not be endorsed till about to be cashed.

(b) All entries in the Cash Book of advances or payments made from the permanent advance should appear in *red ink*; all other entries in black ink.

Note.—The *red ink* entries refer only to advances from the cash chest and *not* to recoveries.

413. Both sides of the Cash Book will be totalled daily. The book will be signed by the Head-quarter Inspector and countersigned by the officer in immediate charge of the accounts, before leaving office. It will also be laid before the District Superintendent and be initialled by him if at head-quarters. If not, he will examine and certify to this examination by initialling each day's account on his return to head-quarters.

413-A. At the time of examining the Cash Book the Superintendent will also carefully examine the Treasury Bills Book, Form No. 138, and will see that acknowledgments for all cash orders or money sent to Inspectors have been duly received and filed, and will particularly check the amounts drawn in cash at the head-quarters. He will also see that the portion of it to be credited in the cash book is so credited, and the rest is duly accounted for by disbursement to payees or refund as undisbursed pay, &c., and that bills for travelling allowance are duly entered in the Travelling Allowance Register, as he should satisfy himself that acquittances have been received for all the amounts drawn on account of travelling allowance.

414. The Cash Book will be *closed* daily, and the actual balance in the chest compared with that shown in the book on the last working day in the week by the Superintendent if he is at head-quarters, or by the Head-quarter Inspector if the Superintendent is on circuit.

415. The Cash Book must be kept neatly. No erasures can be permitted. If corrections are necessary, they will be made in red ink, and will be initialled by the Head-quarter Inspector. The District Superintendent will likewise initial all alterations in accounts when he revises the book.

416. A balance sheet in Form No. 145, Volume II, should be entered in the Cash Book at the close of each month, showing the *liabilities* and *assets* of the cash chest. The Dr. side will exhibit the balances due *by* the chest on different accounts, and on the Cr. side will be entered the amount of advances due *to* the chest and the balance of cash in hand. This statement will invariably be laid before the Superintendent, and be examined and signed by him.

Chapter XVIII.—Expenditure.

Section I.—Rules relating to Pay and Allowances

Pay.

* 417. The following is the scale of pay of the different grades of subordinate Police officers :—

	RS.
Inspectors, first class	200
Do. second class	150
Do. third class	100
Do. fourth class	70
Head constables (European), first grade	60
Do. (do.), second grade	50
Do. (do.), third grade	45
Do. (do.), fourth grade	40
Do. (Native), first grade	25
Do. (do.), second grade	20
Do. (do.), third grade	16
Do. (do.), fourth grade	14
Constables (Native), first class	8
Do. (do.), second class	7

City Police.

	RS.	
Chief Superintendent	400	with free quarters.
Superintendents	300	} with a house-rent allowance of Rs. 15 each.
Inspectors, first class	200	
Do. second class	160	
Do. third class	130	} with a house-rent allowance of Rs. 12 each.
Sub-Inspectors, first class	100	
Do. second class	90	
Do. third class	80	
Do. fourth class	50	
European head constable, first grade	50	
Do. second grade	40	
Head constables, first grade	25	
Do. second grade	20	
Do. third grade	15	
Do. fourth grade	12	
Constables, first class	10	
Do. second class	9	
Do. third class	8	

Note.—(1) Officers in charge of first-class stations in the *mufassal* receive a charge allowance of Rs. 7 a month, and those in charge of second-class stations Rs. 4. In the City Police a charge allowance of Rs. 10 is granted to officers in charge of first-class stations and Rs. 5 to those in charge of second-class stations.

(2) Havildars and Natives of Native Infantry, temporarily employed as Drill Instructors, are to receive the batta of their rank as long as attached to the Police, viz., Rs. 5 per mensem. Privates on this duty will be paid Rs. 2-8-0 per mensem.

(3) Compensation allowance for dearness of provisions is not admissible to menial servants, such as totis and sweepers, whose whole time is not at the disposal of the Government.

***418.** Special allowances are granted to officers and men employed in specially expensive or unhealthy localities in the Presidency. A list of them is given in the printed District Allocation list.

***419.** Men dismissed will receive pay up to the date of dismissal, unless the nature of their offence is such as to render them deserving of the additional punishment of forfeiture of arrears of pay—*e.g.*, systematically shirking duty. The forfeiture as above will affect the pay of the month in which the dismissal takes place.

***420.** (a) Men of all grades, including Inspectors, will be paid up on discharge.

(b) All Policemen will be given to understand that claims for pay should be preferred as early as possible. Claims more than two years old require the sanction of Government and those more than six months old that of the Accountant-General.

Allowances—General.

421. (a) The grant of acting, charge, and other allowances is regulated by the Civil Service Regulations.

No acting appointments are made in the grades of head constables or constables. A second grade head constable is, however, allowed acting allowance while acting in the first grade, provided he is employed on the special duties from which the first grade head constable has been removed either to act in a higher appointment or for other reasons.

A first class constable, when in charge of a station, can be promoted to act as a fourth grade head constable, when the station-house officer is on long leave or under suspension. The constable so acting will draw the acting allowance admissible under the rules, provided that, in the case of a head constable on long leave, the absentee allowance together with acting allowances drawn in the arrangement, must not exceed the pay of the absentee, and that, when a suspension lasts for more than six months, no acting allowance for the seventh and succeeding months can be drawn until the case is disposed of, as such acting allowance is inadmissible for more than six months, if the suspended officer is acquitted of blame and given full pay. No acting promotions should be made in privilege leave vacancies. The acting promotion of a constable should be made to the last grade of head constables, and the sanction of the Deputy Inspector-General should, as usual, be obtained. Acting grade promotions should not be made.

(b) In whatever class a vacancy may exist, head constables recommended to act for Inspectors will ordinarily be appointed to act in the fourth class.

(c) In the Head-quarter and Sub-division offices, outsiders may be brought in to act when clerks take leave. It is almost always possible in cases of vacancies caused by absence of permanent men on leave to obtain

the services of outsiders on the available pay, who are quite capable of copying and rendering other assistance in the office. When clerks in these offices take leave on half pay or forfeiture of full pay, men may be put in temporarily to act in their absence from outside the department provided that the total charge does not exceed the salary of the absentee, that is to say, the acting clerk may be given half or full pay as the case may be. The employment of constables as acting clerks in the Head-quarter and Sub-division offices during the absence of the permanent clerks on leave or on other duties is strictly forbidden.

421-A. Applications for the employment of unpassed men should be made in time for the Inspector-General to refuse to sanction them, if he wished to do so. Superintendents will be held personally responsible for delays in this respect and may be required to defray from their own pockets the salaries of unpassed men whose employment has not been sanctioned by the Inspector-General.

Horse Allowance.

* **422.** Inspectors are entitled to a monthly horse allowance of Rs. 15, which is drawn like salary all the year round and in addition to any other travelling allowance admissible under the regulations.

It is, however, inadmissible during joining time, or during leave of any description, except privilege leave, during which it may be drawn, provided it is not claimed by the *locum tenens*.

Station Charge Allowance.

* **423.** (a) An officer in charge of a station is not entitled to the allowance while on leave of any description, except privilege leave, during which it may be drawn, provided it is not drawn by his *locum tenens* (article 267 of the Civil Service Regulations).

(b) The allowance is inadmissible for the period of suspension of an officer pending enquiry into his conduct, even though subsequently acquitted of blame, and for the period spent in transit on transfer from one station to another.

(c) If the officer is granted leave, rule (a) above applies; if he is on casual leave, which is reckoned as duty, the allowance can, of course, be drawn.

(d) Charge allowance having been sanctioned for each station, officers in charge of stations, whether head constables or constables, are entitled to it. The allowance will not be forfeited during absence from head-quarters on duty. Supernumerary charge allowance will be passed, when it is available, to men entitled to station charge allowance when deputed on special duty.

(e) Station charge allowance should on no account be stopped as a punishment for bad work, as this is not an authorized punishment and station-house officers punished in this way are handicapped in appealing, because no minutes are recorded. If a station-house officer does not do his work satisfactorily, he can be warned, fined or reduced, a minute being recorded in the regular course.

Good-conduct Allowance.

* 424. (a) The rules relating to the grant of good-conduct allowance are contained in P.O. No. 335. When the allowance accrues after the first of a month it should only be given from the first of the following month. Allowance forfeited by the absence of men on leave may be paid during the period to the next senior men entitled to it.

(b) A constable who is in receipt of good-conduct allowance must forfeit the allowance for the period he is placed in temporary charge of a station and draws station charge allowance. The former allowance can then be granted to some other constable who is eligible for it.

Section II.—Procedure relating to Pay and Allowances.

Pay Abstracts—General Rules.

425. All gazetted officers will draw their monthly salaries in separate bills prepared in the form prescribed by the Accountant-General.

426. The privilege of drawing pay abstracts or bills for salary, allowances or contingent expenses of the district will be restricted to District Superintendents.

427. Salary bills may be signed at any time on the last working day of the month by the labour of which the salary is earned, and are due for payment next working day.

428. The pay of non-gazetted Police officers absent on privilege leave can be drawn each month in the regular bill subject to the conditions laid down in article 264 of the Civil Service Regulations.

429. An officer drawing salary for the first time at any treasury should present with his salary bill a last-pay certificate from the treasury where he last drew pay, Form No. 146, Vol. II, or from the Accountant-General within whose jurisdiction this treasury is, unless he has been newly appointed to the service of Government.

An Inspector of Police or a Police officer of lower grade transferred from one district to another will invariably be furnished with a last-pay certificate by the Superintendent of his old district.

Note.—In the last-pay certificate of Inspectors and first grade head constables, a note will be made of the date and hour of their handing over charge of office. The Superintendent of the district to which they are transferred will likewise note in the certificate the date and hour at which they assume charge of their new office.

430. Salary or pension can be drawn for the day of a man's death; the hour at which death takes place has no effect on the claim.

431. The salary due to a deceased officer should be paid to his registered legal heirs after such enquiry into the right and title of the claimants as the officer responsible for the payment may deem sufficient. In the absence of such claimants, or if there is any reasonable doubt regarding the legality of

the claims preferred, the sanction of the Inspector-General must be obtained before any disbursement is made. But all such claims should be reported for the orders of Government when the amount involved exceeds Rs. 200.

Note.—The last salary of a deceased officer or of an officer quitting the service, should not be disbursed before it is ascertained, by a reference to the Chief Office, that no demands are outstanding against him, and until his kit has been accounted for and deductions have been made for all deficiencies found.

432. (a) Superintendents will report to the Inspector-General every casualty by death, or by discharge on pension or with gratuity, among first grade head constables and Inspectors, immediately it takes place.

(b) They will likewise report the death of all uncovenanted European Police officers, superior as well as subordinate, for communication to Government. The report in this case must contain full particulars on the following points:—

Name.....
 Probable age.....
 Date and place of death.....
 Occupation at time of death.....
 Native village and country, if known.....
 Particulars of family, as far as known.....
 If any relative in the country.....
 If property left, in whose custody.....
 Remarks.....

433. With a view to obviate delay in business, Superintendents of districts will refund by short drawal all sums retrenched under the signature of the Assistant Inspector-General. The Inspector-General will be glad to hear any subsequent explanations, should the retrenchment seem objectionable, but the order must be in the first place carried out and the amount of the retrenchment repaid.

434. When the Accountant-General checks any allowance as unauthorized, its payment should be immediately discontinued until due sanction for it can be obtained. An Accountant-General's opinion must prevail absolutely and immediately, even to the recovery of erroneous payments, over every authority under that of the Local Government.

435. All overpayments are recoverable in the first instance from the Government servants who have received the same, but in cases in which the recovery cannot be so made from the payees, the disbursing officers will be required to make good the loss, unless they can satisfactorily explain the overpayment.

* **436.** The scale of the District and Sub-division office establishments is given in the printed Allocation list of each district.

437. The annual lists of establishments will be forwarded direct to the Accountant-General not later than 15th April. Superintendents should show the number and cost of the constabulary in each grade and class, as required by the Accountant-General, by whom forms will be supplied direct.

Pay Bills of Divisions and District Force Pay Abstract (Form 6 in the Civil Account Code).

438. Preparation of Division Pay Bill (Form No. 147, Vol. II).—(a) Each Division Inspector will prepare and forward to district head-quarters, every month, a pay bill setting forth the pay and allowances and stoppages, &c., of himself and of his men, on a date which shall be so fixed as to allow sufficient time for its being carefully checked in the District office by the last day of the month. The names should be entered first according to rank, and, secondly, according to district numbers. But men employed on special services, such as sub-jail guards, private guards, process-servers, &c., must be shown distinctly under separate heads. The pay bills will include only pay and allowances due to the month for which they are prepared.

Note.—(1) The pay of the Head-quarter office establishments will be drawn on separate pay bills.

(2) The pay of private Police guards should be shown on separate pay abstracts. On the reverse of these abstracts Superintendents should give a memorandum in Form No. 147-A, Vol. II. The strength of guard supplied to each party should be shown separately in the memorandum and particulars as to pay, clothing, &c., should be given as in guard bills, Form No. 152, Vol. II. These particulars, however, need not be given in the memorandum on the original pay abstract sent to the Treasury officer.

(b) Every alteration and casualty during the month will be noted in ink in the column of remarks as follows:—

Enlisted	5th June.
Dismissed	30th June.
Promoted	1st June.
Reduced	7th June.
Transferred to	1st June, * P.N.D.
Received from	1st June.
Suspended	7th June.
Released from suspension and allowed full, half, one-fourth or no pay	4th June.
Resigned	30th June.
Died	17th June.
Deserted	7th June.
Absent without leave	25th June, * P.N.D.
On privilege leave for two months from	3rd June.
On sick leave on half pay for three months from	9th June.
On hospital leave on full pay from	8th June.
Do. on half pay from	9th June.
Furlough on half pay from	10th June.
Private affairs' leave on half pay from	15th June.
On leave without pay for 28 days from	5th June.
Rejoined from (kind of leave)	8th June.

(c) In addition to the above, the following instructions will also be attended to in the preparation of pay bills:—

(1) The names of men in the District Police School will be retained on the strength of their divisions, and be shown every month in the division pay bills, with a note "at Head-quarter School, P.N.D." The Reserve Inspector will prepare in communication with the School Inspector a separate pay bill for the men in school who are borne on the strength of any division other than the reserve. In this will be noted the division to which each man belongs.

(2) The regimental rank of Drill Instructors must invariably be noted in the pay bill.

(3) When Police officers dismissed after being convicted are ordered to return to their duty on appeal, they should be shown as 'Restored' and not 'Re-enlisted.' The sanction of the authority reinstating them should be attached to the pay bill or the monthly return.

(4) When pay of men is retrenched for short delivery of clothing on discharge, the date of the recovery list in which the amount is included should be noted.

(5) Cause for rent recovered, and pay and charge allowance drawn, for broken period should be noted, and the period also specified.

(6) The abstract on the back of the pay bills must be carefully filled up by the District office.

(7) Division and Reserve Inspectors will certify on pay bills that they have kept a horse or pony during the whole month. Possession of a hired animal will not justify the submission of the certificate, unless with the special sanction of the Deputy Inspector-General. Prosecuting Inspectors may draw the allowance without the certificate.

(8) In the column headed "Rate of pay" only the pay of the appointment, acting or sub. *pro tem.*, which the officer actually held for the period should be shown, and not his substantive pay.

(9) When claims on account of pay, leave allowance, travelling allowances, &c., preferred in division bills are disallowed in full or in part, in the Head-quarter office, the disallowance, with reason therefor, should, after approval and sanction by the Superintendent, be communicated to the Inspectors concerned.

The office copy of every disallowance order should bear the counter-initials of the Superintendent in token of his sanction.

There should be no departure from the rules laid down in the Civil Service Regulations and the Police Orders.

(10) Deductions of whatsoever kind—stoppage on account of lost clothing, books, &c., value of grain sold (in Jeypore and Ganjām), recovery on account of overpayments of pay, travelling allowance, railway warrant, &c., and recovery on account of advances made from the cash chest, &c.,—should be shown in the column headed "Deductions."

Each deduction should be shown separately one below the other, the nature of each being specified in the column set apart for the purpose.

The column "Amount payable to force" will show the *net* amount payable to each man, and the payee will sign only for what he actually receives.

The total of the bill will be entered just below the last name in the bill, and below the net amount arrived at will be entered the amounts deducted on account of undisbursed pay refunded, names of individuals and period being shown, and any other deductions which may be found necessary.

(11) Reasons for fining Inspectors and first grade head constables should be noted in the "Remarks" column.

439. Documents accompanying Division Pay Bill.—(a) A memorandum in Form No. 148, Vol. II, showing the number of huts in the division and the number occupied for which rent has been deducted, together with an

explanation regarding any that may not have been occupied, &c., must be attached to each bill.

(b) Extract of service of men promoted to first grade head constable should accompany the pay bill of the month in which the promotion is made. It should specify the date of birth and examinations passed, if any, the page of the *Fort St. George Gazette* or the *Police Gazette* announcing the fact being quoted.

440. Disbursement.—(a) On the pay of the whole force being passed at the District treasury, the pay of each division is remitted to the Inspector by means of cash order, and he then proceeds to disburse it. The signatures of the payees must be carefully taken in the pay bill, which will be returned for the purpose.

(b) Payments must be made as early as possible. They must, as a rule, be completed by the 20th of every month and the bills with the signatures of the payees will then be re-transmitted to the Head-quarter office, together with a memorandum showing the details of the amount of undisbursed pay remaining in hand. This money will be retained by the Inspector and deducted by the Head-quarter office from the next pay bill remittance.

Note.—Division Inspectors will note at the foot of the last page of their pay bills the dates of drawing money from the treasury for disbursement of pay; the date of payment must also appear below each recipient's signature.

(c) In cases when from the size of the division it may be found inconvenient for the Inspector in charge to pay all the men in person, arrangements should be made for dividing the range into two sub-divisions, each including a fixed number of stations most conveniently situated for purposes of payment by the Inspector and another officer appointed for the purpose. The Inspector will, in this case, prepare two rolls in the manner prescribed, one for payment of each sub-division. The Inspector in charge should always pay one sub-division, the other sub-division will be paid by the officer told off for the purpose from the division. The sub-division which is paid by a subordinate in one month should be paid by the Inspector the next month and so on.

441. Examination of Pay Bill.—(a) With a view to the careful check of the pay bill in the District office, a nominal Long Roll (Form No. 149, Volume II), will be prepared showing the general number, name and rank (on 1st January) of each man in the force. The rest of the page will be ruled into twelve columns, one for each month of the year. It will be the duty of the Auditor, when checking each bill with the Long Roll, to fill up the space allotted to the month under payment with the division letter of the bill in which the pay has been passed by him. He will then at once check any double charge. Reductions, promotions and casualties will be entered in the Long Roll by the Audit Inspector with red ink in the column of the month in which the change is to take effect.

Note.—(1) All orders regarding reduction, dismissal, suspension, fine and forfeiture of pay for absence will be briefly entered by Audit Inspectors in the Long rolls at district headquarters. For this purpose, in main divisions, extracts (slips) from Superintendent's orders intended for the individuals concerned will be forwarded to divisions through the Audit department, with a view to such slips being initialled by Audit Inspectors as vouchers that the necessary entries have been made in the Long rolls.

(2) With reference to sub-divisions, the weekly extracts from Assistant Superintendents will, after confirmation by Superintendents, be made over to Audit Inspectors, who will make the necessary entries in the Long rolls, initial the extracts and return the same to Head-quarter Inspectors. At the end of the month pay bills must be checked first with Long rolls, afterwards with Defaulter books, if necessary.

(b) The pay of Inspectors *on probation* will not be passed in audit after the period of probation has expired, without the written order of the Inspector-General confirming the appointment or extending the probationary period. To obviate any inconvenience which this rule might otherwise cause, the Audit office will object, but not retrench, the charge for the first month.

(c) The Head-quarter Inspector should *himself* see that all necessary recoveries for fine, clothing, accoutrements, grain (in Jeypore and Ganjám), &c., and all necessary entries as regards leave have been duly made in the pay bills, and the orders regarding promotion, suspension and reduction have been duly carried out and enlistments and casualties correctly shown in the pay bills.

(d) When passing pay bills, regular and supplemental, the Superintendent will check them with reference to enlistments, casualties, suspension, reduction, leave, &c., as far as possible. Necessary corrections will be made in the bill itself by the Head-quarter office, and the correct total made before the bill is passed.

(e) The net amount passed for payment in each bill will be entered in words as well as figures at the foot of it and signed by the Superintendent. This should be the amount actually remitted to the Inspector by cash order, or cash in any case so authorized. Should any alteration be necessary after the District Pay Abstract is passed at the treasury, the alteration must be made under the attestation of the Superintendent.

442. Preparation of District Pay Abstract.—(a) When all division pay bills have been checked, an abstract of them for the whole district force will be prepared in duplicate; separate forms will be used (1) for Inspectors, (2) for European head constables, and (3) for all other head constables and constables. In the case of other Police officers drawing more than Rs. 20 per mensem entries should be made in full detail, giving rank, name, number and divisional letter of each, in the order of their grades, beginning with the highest rate of pay; but, as regards the constabulary, &c., drawing Rs. 20 and under, the total number of each class (without names) in the whole district should be shown under their respective headings without reference to divisions.

(b) The following classification will be adopted in the preparation of the abstract relating to head constables and constables and the total for each section exhibited in red ink in column 6 of the abstract :—

- I.—Rural executive force.
- II.—Sub-jail guard.
- III.—Treasury guard.
- IV.—Drill Instructors.
- V.—Elephant establishment.
- VI.—Talaiyaris.
- VII.—Process service.
- VIII.—Sweepers.
- IX.—Private guard.
- X.—Charge allowance for stations.
- XI.—Local allowance.
- XII.—Good-conduct allowance.

(c) In the first abstract in which any new or increased establishment is charged, the Government Order giving sanction for such charge must invariably be quoted.

(d) The date of promotion to, or reduction from, the grade of Inspector or first grade head constable of Police officers should be noted in the abstract of the month in which it takes effect.

(e) The pay of all temporary Police establishments must be drawn on a separate form, distinct from that of the permanent Police. The order sanctioning the temporary establishment should in each case be quoted.

(f) Sums retrenched and pay of previous months remaining undischarged should be shown at the foot of the last page, and deducted from the total of the abstract. Amounts stopped for clothing, grain, &c., will also be shown each separately at the foot of the abstract and only the balance *net* will be drawn from the treasury.

Sums which go to meet advances made from the cash chest should, however, be included in the abstract against the names concerned and drawn from the treasury; and the Superintendent should see that the amount so included and drawn is duly brought on the Cash Book.

Note.—Sums retrenched by the Chief Office must be deducted from the abstract without waiting for the result statement from the Accountant-General.

(g) No details for the deductions on account of clothing, grain, &c., will be attached to the Pay Abstract, but the District office will keep such a list for its record. Details in regard to undischarged pay and overpayments recovered will, however, be furnished with the Pay Abstract.

(h) Duplicate pay abstracts of Inspectors, European head constables and other head constables and constables should be sent to the Chief Office.

443. Original pay abstracts will be sent to the Treasury officer to be cashed with a memorandum in Form No. 138, Volume II, showing the amount to be paid to each Inspector and specifying from what treasury payment is to be made. The following documents also must accompany the abstract sent to the Treasury officer: absentee statement, memorandum of details of undischarged pay and overdrawn sums refunded by deduction, certificates of physical fitness for Inspectors and first grade head constables newly entertained, and memorandum of recovery of rents for public quarters.

Note.—Causes for refund and period for which pay refers should always be noted against the name of each individual in the list of undischarged pay and in pay bills.

444. Duplicate pay abstracts should be forwarded to the Chief Office on or before the 5th of the month in which the pay was drawn, with Monthly Return (Form No. 151, Vol. II), sanctioned rolls for entertainment and promotion of head constables, absentee statement and memorandum of details of undischarged pay and overdrawn sums refunded by short drawal—(Form No. 153, Volume II).

445. *Monthly Return* (Form No. 151, Volume II) is an abstract showing the strength of the force on the last day of the month together with such alterations, casualties, &c., as may have taken effect during the month for which the return is prepared.

Note.—The term casualty comprises death, dismissal, resignation, transfer and desertion.

The following instructions will be observed in the preparation of this return:—

(1) Only those men who receive higher pay than native head constables should be shown under the head of "European head constables." Europeans entertained as "head constables" on the ordinary pay should be included under that head.

(2) Inspectors whose probationary period has been ordered to cease should be shown in the first page of the return under head "discharged on other grounds," and not as "dismissed."

(3) Column 16 of the first page of the return should exhibit only the totals of head constables and constables excluding European head constables.

(4) Superintendents of Police will exhibit in line 5 under column 20 of the return, page 1, only such number of extra guards as are employed for the full month, excluding those furnished for broken periods, of which a separate note may be attached showing the strength of each guard and the number of days employed. The number of extra guards shown in line 5 and in the note should correspond respectively with that in the separate pay abstract for private guards and in the guard bills.

(5) Superintendents of Police will also note the number and grades of men actually supplied, as well as the strength allowed in the budget, in the detail of guards supplied to other departments at foot of page 1 of the return. The sanction of the Inspector-General must be obtained for employing men on guard duty in excess of the sanctioned strength.

(6) When Policemen are transferred to another district for temporary duty, whatever the period be, the transfer and return should be shown in the return.

(7) The 'enlistment' sheet will also include the names of men received from other districts. The previous numbers of men re-enlisted as well as any other name by which they may have been known must be shown in the monthly return in which their re-enlistment is recorded. If the former service was passed in a district other than that in which they are re-enlisted, the fact should also be noted.

(8) The cause for resignation, reduction or dismissal will be entered in the column of remarks in the 'casualty' roll.

(9) Acting promotions of Police officers should not be shown under head "Promotions." A note, however, should be made in the monthly return, as well as in the pay bill, when permanent men are transferred on promotion to temporary force.

(10) When men are kept under suspension for more than two months, explanatory remarks as to the delay in the disposal of their case should be noted. If released from suspension, it should be shown whether they were acquitted of blame or not, and what pay has been allowed under article 193 (b), Civil Service Regulations. Men released from suspension and those still under suspension should be shown separately.

(11) Fines need not be shown in the copy of the monthly return sent to the Chief Office, but they must be shown in the office copy of the return sent to the Deputy Inspector-General.

(12) The age, height and chest measurement of men enlisted will be shown in the monthly return.

(13) If the age of a person newly admitted into the Police exceeds twenty-five years, the date of the order of the Inspector-General or the Deputy Inspector-General sanctioning his entertainment should be noted in the monthly return.

(14) Men discharged on abolition or reduction of any branch in the Police service, or men permanently transferred to other departments, should be shown in the first page of the return as "discharged on other grounds."

(15) Enlistment and discharge of sweepers should always be shown in the monthly return.

446. (a) The cost for the Police guards supplied to private individuals or companies will be recovered at the rates shown in P.O. No. 82 from the parties concerned on monthly bills in advance, and credited to Government. The Treasury officer's receipts should be attached to the memorandum of sums paid into the treasury (Form No. 139, Volume II).

(b) The nature of the work for which such guards were sanctioned should be noted in the guard bills. The period for which they were supplied should also be specified.

(c) A bill for travelling allowance (if any) of these guards should be prepared at the rates prescribed, and presented to the parties for payment along with that for pay of the men.

447. *Absentee Statement* is a monthly abstract showing District Police officers drawing more than Rs. 20 per mensem who have been absent on leave other than casual leave, on deputation or under suspension during the month.

Note.—If casual leave is converted into leave without pay, the fact should be noted in the absentee statement. The columns in the forms of the absentee statement furnished by the Accountant-General should be carefully filled up and the instructions contained therein attended to in preparing this statement.

448. *Submission of Division Pay Bills to the Chief Office.*—After the despatch of the duplicate pay abstract and the connected documents, the division pay bills of the month will, as soon as received back from the divisions after payment, be most carefully examined at the Head-quarter office as to whether signatures of all payees have been taken and other particulars. They will be initialled by both the Audit and the Head-quarter Inspector, and forwarded to the Chief Office on or before the 5th of the following month.

Note.—When the pay of a deceased officer is paid to his heir, the heir's receipt should be countersigned by the Superintendent.

448-A. *Audit of Ghat Talaiyaris' Pay Bills.*—(1) The pay of ghat talaiyaris paid from Special Funds should, in all cases, be drawn on Special Fund Form No. 9. All charges paid out of Special Funds are subject to the audit of the Treasury Deputy Collector as local auditing officer, and therefore the pay bills of these talaiyaris (with acquittances) will be submitted to the Treasury Deputy Collector for audit and not to the Chief Office.

(2) Special Fund forms, No. 9, can be obtained from the local Treasury Deputy Collector.

Supplemental Pay Bills.

449. These will be used for drawing—

(i) all arrears of salary or allowances with a note of the abstract in which they were short drawn ;

(ii) pay and allowances of an officer borne on the strength of one district, but doing duty in another district. In this case it should be noted in the bill that his salary is drawn as Inspector of Police——district doing duty in——district under orders of the Inspector-General. When, however, an Inspector of Police of one district officiates in another district in a vacancy, his pay should be drawn in the bill of the latter district.

450. (a) To avoid a number of separate abstracts being prepared during a month, small sums required for payment of arrears or advances of salary may be advanced from the cash chest, and adjusted by drawing the amount from the treasury on a supplemental bill by the 25th of every month.

(b) An acquittance roll in Form No. 219, Volume II, will be prepared for each division, and the amount, after necessary deductions (if any), which should be detailed therein, entered in words as well as figures, and be signed by the Superintendent. The amount should be that actually remitted to the Inspector by cash order (or cash), and no alteration should be made except under the attestation of the Superintendent. The roll will be sent to the Inspector with the cash order (or cash) and returned after payees' receipts are obtained therein.

When an amount is advanced from the cash chest this acquittance roll form will still be used, and after money is drawn from the treasury, the roll, with the payees' receipts therein, will be forwarded to the Chief Office.

If the amount drawn on a supplemental bill remains undisbursed for more than a month, it should be refunded as undisbursed pay on the next regular pay bill.

The supplemental bills will be prepared for the amounts of one or more supplemental acquittance rolls as may be necessary.

The acquittance rolls will be forwarded to the Chief Office. The bills alone will go to the treasury.

Duplicate copies of supplemental bills should be forwarded to the Chief Office as soon as the bills are submitted to the treasury for payment.

(c) When the pay of a man is drawn on a supplemental bill, the date of the bill should be noted in the Long Roll.

(d) When the pay of a man, refunded as undisbursed, is redrawn, the date of redrawal should be noted against the item in the original list of refund of undisbursed pay.

Register of Pay Bills.

450-A. A register of all pay bills, regular and supplemental, will be maintained in Form No. 150, Volume II. This register will enable the Superintendent to see that the total of the monthly pay abstracts and supplemental bills submitted to the treasury is correctly made from division bills, and what deduction is made to meet advances from the cash chest, which should be brought on the Cash Book.

Treasury Bills Book.

451. All bills, whether for pay, travelling allowance, contingent charges, &c., sent to the treasury for payment, including those to be passed for payment at a sub-treasury, will, at the time they are sent to the treasury to be cashed, be entered in the Treasury Bills Book, Form No. 138, Volume II, which will accompany the bills to the treasury under the signature of the Superintendent. The Treasury officer will note the acceptance of the bills in the book and return it to the Superintendent, who will then check the entries in it with the Cash Book. (*Vide* also note to P.O. No. 401.)

Remittance of Pay and Allowance within and beyond districts.

452. Transfer receipts may be obtained by a Superintendent of Police in favour of another Superintendent for the remittance of pay and batta to the subordinates of the former, absent on duty, provided that not more than one be granted in the same month for each subordinate.

453. All remittances of money within the district on account of pay and allowances of men, absent from their divisions on detective duty, &c., or transferred to other divisions, should be arranged for by means of cash orders on taluk treasuries obtained from the Huzur treasury.

The pay and allowances of men sick in hospital or present on duty, &c., at the head-quarter station need not be remitted from their division. Disbursement may be made from the district cash chest and adjusted on the amount being refunded by short drawal in the next pay bill.

454. Arrears of pay should be drawn in a supplemental bill, and remitted by a cash order. The same course should be adopted for remitting advances of pay drawn on supplemental bills. When an amount is advanced from the cash chest, the Treasury officer should be requested to issue, if possible, a cash order on payment of the money in cash.

455. In the case of men transferred from one division to another, their pay and allowances should be drawn in the pay bill of the division to which they are transferred, the Head-quarter office striking them out of the bill of their former division if included therein by the Inspector. But, if a transfer takes place after the pay bill is prepared and before the money is disbursed in the division, the Inspector may pay the amount into the taluk treasury, obtain a receipt and forward it to the Head-quarter office, where arrangements can be made to obtain a cash order from the Huzur treasury in favour of the Inspector in whose division payment has to be made. As cases of this nature will be rare, and as the interval between the submission of the bill of the division and the receipt of the cash order by the Inspector will be very short, the men so transferred may, if no other objection exists, be directed to leave the division after their pay is disbursed to them.

456. Whenever a remittance is made for the convenience of a payer, it should be at his own cost. Subordinate officers on leave can draw their leave allowance only in their own districts.

Advances.

457. (a) Superintendents are empowered to grant to an officer under orders of transfer an advance not exceeding one month's pay, and also not exceeding the amount of travelling allowance to which he may be entitled under the rules in consequence of the transfer when this exceeds one month's pay. Such advance should be notified upon the officer's last-pay certificate, and be recovered from the salary of the officer in three equal instalments.

(b) Such advances as are authorized by the Civil Service Regulations may also be granted.

(c) An advance of one month's pay may in certain cases be granted to Government servants proceeding to the Pasteur Institute at Kasauli—*vide* page 400, Appendix.

(d) With the above exceptions, no advances are allowed to be made to subordinate Police officers without the special sanction of the Inspector-General.

Note.—(1) Constables proceeding on leave or duty to Bangalore are not entitled to receive advances there for any purpose whatever.

(2) Military pensioners may be granted advances of pay sufficient to enable them to join their first appointment in the civil department.

Refunds.

458. (a) Fines deducted from pay and once credited to Government can be redrawn only upon the sanction of the appellate authority. Rent over-recovered can be redrawn on the sanction of the Inspector-General. The bills should be supported by a copy of the sanction.

(b) Subsistence allowance once drawn and refunded as undisbursed cannot be redrawn and paid.

Memorandum of Sums drawn from the Treasury.

458-A. All sums drawn from the treasury on account of pay, travelling allowance, petty construction and repairs and contingencies and *every other* item debitable to the Police department, will be shown in a statement (Form No. 142, Vol. II), which will be submitted at the end of each month to the District Treasury officer to be forwarded to the Chief Office after verification. To this memorandum will be attached a statement showing the details of contingent charges, under each head, drawn during the month, and a copy of the monthly statement of hospital charges furnished by Medical officers in charge of Police hospitals. After the close of each month, Inspectors will submit to the Head-quarter office a statement showing all bills cashed by them during the month with dates of encashment.

Section III.—Contingencies.

General.

459. At the beginning of each year Superintendents of Police are furnished with a statement showing the budget allotment sanctioned for contingent charges during the year. Within this allotment, they may incur ordinary charges arising in the course of business, such as repair of arms and furniture, and may purchase ordinary necessities, such as oil, firewood, packing materials, &c. In the case of the following charges, however, the sanction of the Chief Office must be obtained before they are incurred :—

- (*) Purchase of furniture made in the country costing more than Rs. 25.
- (ii) Purchase of furniture of European manufacture costing more than Rs. 10.
- (iii) Rewards and secret service expenditure.
- (iv) Hospital bedding and furniture costing more than Rs. 25.
- (v) Rent for a new building.
- (vi) All charges of an unusual nature.

460. A *permanent advance* is made to each Superintendent according to the current expenditure of the district. The advance is intended principally to provide for meeting contingent charges. It may be used for making small

advances, such as travelling expenses of Police officers sent on escort or urgent duty towards the end of the month. It is to be remembered that permanent advances are allowed only to meet petty expenses, which require to be paid at once before money can be obtained from a treasury. (*Vide* also P.O. No. 450 (a).)

461. The expenditure of this permanent advance is shown in Dr. and Cr. form in the District Account Current, which is made up monthly and forwarded to the Chief Office for examination. It is the duty of the Audit Inspector to see that all items are entered under proper heads and that the permanent advance is not mixed up with the sums from other sources deposited in the cash chest. If there appears an excess on the credit side, the account will be made up by showing such excess of expenditure over the permanent advance funds, and an entry will be made on the debit side, showing the source from which the funds so expended, in excess of the amount debited, have been obtained.

462. Superintendents will fill up the certificate on the back of their monthly Accounts Current to be dated the last day of the month. Should neither the Superintendent nor his Assistant be present at head-quarters at the end of the month, the Head-quarter Inspector will examine the funds and sign the certificate on the responsibility of the Superintendent.

463. (a) Every officer who has received a permanent advance shall, on first taking charge of his office and on the 15th April of each year, address to the Accountant-General a brief acknowledgment that the amount is due from and to be accounted for by him. The amount to be inserted in the acknowledgment must invariably be the full amount sanctioned for the office. There can be no difficulty about this, as each officer is bound to replenish his permanent advance on the last working day of each month by a contingent abstract; and an officer about to be relieved is equally bound to replenish the permanent advance in the same manner before he makes over charge of his office.

(b) When the permanent advance is not made over by an officer to his successor, it should be made over to the senior officer on whom the charge of the Police will devolve temporarily, or to the Head-quarter Inspector, by whom the money will eventually be transferred to the new Superintendent—the certificate of transfer of the permanent advance being sent to the Accountant-General, duly signed, on both occasions.

Note.—All acknowledgments of permanent advance, alluded to in paragraphs (a) and (b), must invariably be sent through the Assistant Inspector-General.

464. (1) Detailed instructions on the replenishment of the permanent advance by drawing money from the treasury, and certain general rulings regarding contingent expenditure are contained in the Civil Account Code, Chapter 6, and the Madras Treasury Manual, Volume I, Chapter 6, and Volume II, Appendices. These should be strictly followed.

(2) The following is the allotment of furniture for station-houses :—

- 1 Table with drawer or a Native desk.
- 1 Chair.
- 1 Record box.
- 1 Bench.
- 1 Kerosine oil lantern—(large size for Cusbah stations and small one for others).

At Cusbah stations, a table, a chair and a record box are allowed for the use of the Inspector.

(3) When the Superintendent is absent from head-quarters, entries in the Contingent Register must be initialled by the Office Manager, and they will be attested by the Superintendent on returning to head-quarters.

(4) Inspectors of divisions will submit each month a nominal statement of payments to be made in their respective divisions. This indent will receive the same careful scrutiny in the Head-quarter office as is applied to the pay bills. The exact sum, found to be properly due under indent, will be sent to the Inspector or other officer named. The disbursing officer will then pay the sums and take the receipt of the payee under the proper column, and return the vouchers with his receipted pay bill. The audit of these vouchers will be performed in the District office. The vouchers for each item will be initialled and dated by the Office Manager, numbered consecutively, cancelled and carefully pinned or bound together.

(5) Superintendents should forward to the Chief Office indents received from Medical officers for hospital furniture, bedding, etc., costing more than Rs. 25. When the indents are returned passed, the charges will be paid by the District Surgeon and charged in the Hospital contingent bill.

(6) (a) Requisitions for supplies for Police hospitals should be submitted by Medical subordinates concerned to the Superintendents through the District Medical and Sanitary officer, and the supplies obtained through the local contractors at the rates sanctioned by the Municipal or Local Board authorities for the Civil hospitals or dispensaries. When this is not possible the supply should be purchased in the local market by the Medical subordinate, who will submit bills to the Superintendent through the District Medical and Sanitary officer in order that they shall be met from the contingent allowance. The Superintendent will be held responsible that the charges made are reasonable.

(b) Cumblies and bedding should be obtained through the Superintendent on requisition countersigned by the District Medical and Sanitary officer.

(7) Superintendents, Assistant Superintendents, Reserve and Division Inspectors of Police, having been declared to be officers employed on outdoor duties, are exempted from payment of license-taxes on vehicles and animals kept by them up to the limit prescribed in section 78 (iv) of Act IV of 1884.

(8) Officers requiring any matter to be proclaimed by beat of tom-tom in a Military Cantonment, should transmit with their requisitions a sum of 4 annas to the Cantonment Magistrate for payment for the proclamation, and debit the charge in the contingent bill.

(9) Superintendents will be furnished by Sessions Courts or Magistrates with copies of judgments, and depositions, when required, free of cost.

(i) The power to demand copies of judgments and depositions from Criminal Courts is restricted in all cases to gazetted officers. But in cases in which Prosecuting Inspectors appear they can also obtain the necessary copies.

(ii) Attention is drawn to the inconvenience which will be caused to the Criminal Courts by frequent applications for copies. Such applications should be made only when very good reasons exist.

(iii) Officers may call for copies in cases where their own subordinates are not concerned. Instances of such requisitions will be rare.

Note.—The above has no bearing whatever upon applications under section 511, Code of Criminal Procedure.

Rewards.

* **465.** The Inspector-General of Police may sanction rewards up to a limit of Rs. 100 and the Deputy Inspectors-General up to a limit of Rs. 25 to Policemen (not to others) for meritorious service rendered by them. The Commissioner of Police, Madras City, is invested with the same powers of sanctioning rewards within the City of Madras, as have been conferred on the Inspector-General of Police.

Rewards to persons other than members of the Police department for the recapture of prisoners who have escaped from subsidiary jails will be paid by District Magistrates. When the recapture is by a Police officer, the reward will be paid by the Inspector-General or the Deputy Inspector-General of Police as the case may be. Rewards for the recapture of prisoners who have escaped from police lock-ups or police custody will be paid generally by the Inspector-General or the Deputy Inspectors-General of Police.

Note.—In each case the maximum prescribed applies to each case or achievement and may not be exceeded without the prescribed sanction, whether the number of persons amongst whom the reward is distributed is small or large. The Deputy Inspectors-General will forward to the Inspector-General quarterly returns (*viz.*, on the 5th April, 5th July, 5th October and 5th January) of rewards granted by them.

* **466.** (a) As a general rule meritorious services performed by the Police in pursuance of their ordinary duty should be left to be dealt with by the Inspector-General and his Deputies. This rule does not apply to rewards for saving life, which should be generally disbursed by the District Magistrate, nor to cases where another department has publicly offered a fixed reward for a definite act, as for capturing an offender. Such rewards, if won by the Police, may be disbursed to them by the officer offering the reward. But in any case, rewards paid to the Police by District Magistrates or by the Inspector-General of Prisons should be communicated to the Superintendents of Police concerned or to the Commissioner of Police, Madras City, as the case may be, and the date of such communication noted in the appropriate column of the annual return.

(b) Application should be made to District Magistrates for rewards for saving life from fire as under other circumstances.

* **467.** All rewards of whatever nature, whether for services in aid of public justice or in the capture of escaped convicts, or in encouragement of acts of humanity and courage, should be disbursed as speedily as possible. Any reward may be given in the form of a personal ornament, such as a bangle, if preferred by the recipient. Medals should not be given as rewards.

* **468.** Where the highest rewards that may be offered without the sanction of Government are considered insufficient, application should be made for the amount proposed with a full statement of the case. Payments so made under special sanction should also be included in the annual return. When rewards specially sanctioned by Government are not disbursed within the year in which the sanction was given, the fact should be noted and explanation given in the annual return.

* 469. (a) No rewards of any amount should be granted without application to Government when loss of life or bodily injury has been caused in repelling the attacks of gang robbers and on similar occasions. Any recommendation for reward in such cases should be submitted for the orders of Government with a complete report of the case.

(b) Rewards for preventing injury to property should only be granted under special circumstances and with the express approval of Government.

* 470. All Police officers are authorized to receive, without further reference to the Inspector-General or the Deputy Inspector-General, any reward for good service authorized by law, as for seizure of illicit salt, liquor, &c. ; also rewards granted by any Magistrate or other public authority.

Note.—The Board of Revenue has ruled that Inspectors of Police shall be granted rewards for the detection of Salt, Abkari and Customs cases, but that the minimum amount of reward payable to an Inspector should be fixed at Rs. 10.

* 471. Rewards are granted by Military authorities for the apprehension of deserters from the army. In the case of a European soldier the reward is Rs. 30, and in the case of a Native soldier it is Rs. 5. Rewards will, of course, not be given where the deserter gives himself up or when there is any collusion between him and his captor as to the reward.

Note.—The reward authorized under article 221, Army Regulations, India, Vol. I, Part II, is for the apprehension of soldier deserters only, and is not therefore admissible for the arrest of a muleteer of the Transport department.

* 472. Private parties occasionally desire to present rewards to Police officers for services rendered in their cases, &c. The acceptance of such rewards must receive the previous sanction of the Inspector-General or the Deputy Inspector-General according as the amount offered is above Rs. 25 or not.

473. (a) Rolls in Form No. 156, Vol. II, will be sent in when the rewards recommended are such as can be sanctioned by the Inspector-General or the Deputy Inspector-General. In the column, "Nature of service rendered," in addition to the facts of the case, and conduct of the Police, the sentence that has been passed should be entered. This column will invariably contain the Superintendent's or Assistant Superintendent's recommendation, which need not, however, be written by the officer himself, but may be copied from his draft. Reward rolls must show that the men mentioned therein have displayed some detective skill, or done something really to merit the rewards for which they are recommended. Information obtained, or steps taken on admission or confessions made after arrest, or recovery of property under similar circumstances, is not evidence of either detective skill or good Police work.

(b) When the recommendation has to be submitted to Government, an explanatory letter should accompany the roll.

(c) In the case of rewards for recapture of escaped convicts, rolls will be sent to the Superintendent of the Jail from which the convict escaped. That officer will forward them to the Inspector-General of Prisons. In the column "Nature of service rendered" it should be stated whether the arrest was *bonâ fide*, i.e., not a case in which the convict gave himself up voluntarily or on the understanding that he should share the reward which the Police officer is expected to receive, and also whether the recaptured convict had

committed fresh crime since escape or was arrested in the act of committing fresh crime, and whether the Police officer knew him to be an escaped convict when making the arrest.

(d) Rewards sanctioned by the Inspector-General or Government will be published in the Police Gazette: those sanctioned by the Deputy Inspectors-General as well as those sanctioned by other departments in the Police Sheet of the district concerned. The disbursement of the latter rewards should not, however, be delayed until their publication in the Police Sheet.

474. Money disbursed on account of rewards will be charged in contingent bills supported by a reference to the number and date of the order of the Deputy Inspector-General sanctioning the reward or in cases in which the reward is sanctioned by the Inspector-General by a reference to the number and page of the Police Gazette in which the reward was published or the number and date of the Government Order in cases of rewards sanctioned by Government, and the receipts of individuals.

475. It has been arranged with the Commissioner of the Salt and Abkari Revenue that rewards granted by him to Police constables shall ordinarily be paid by the Assistant Commissioners to the Police Inspector of the division in which the men are serving, for disbursement to them. A memorandum showing the amount of the rewards, the officer to whom, and the date when, the money was paid, and the names and numbers of the Police officers to whom it is to be disbursed, will be sent by Assistant Commissioners to the Superintendents of Police. Superintendents should report the grant of rewards by the Salt and Abkari department for publication in the Police Gazette.

476. Superintendents of Police should submit yearly a statement of rewards disbursed by them during, and up to the end of, the calendar year, to reach the Chief Office not later than the 31st January. The Inspector-General of Police will submit to Government an annual report compiled from all the district returns, showing the total expenditure during the calendar year on rewards with details of those cases only in which the amount of reward granted to any one person was Rs. 50 or more. It should reach Government at the latest on the 1st March following the year to which the rewards relate.

Rules for the maintenance of Government Tents supplied to Police officers.

*** 477.** (1) *Supply of tents.*—With a view to enable officers proceeding on inspection tours to command the greatest amount of convenience possible during such tours in respect of proper accommodation for themselves and for their officers, Government have sanctioned the supply of tents.

(2) *Allotment of tents.*—The allotment of tents has been fixed as follows:—

Inspector-General and Deputy Inspectors-General of Police.

- 1 Swiss cottage tent (14' × 14').
- 1 hill tent with bath-room (14' × 14').

- 1 shooting-pal ($10' \times 10'$) except that the Deputy Inspector-General, Northern Range, will be supplied with a shooting-pal ($12' \times 12'$) instead of ($10' \times 10'$).
- 1 servants' tent ($12' \times 12'$).
- 1 necessary tent ($4' \times 4'$).

Superintendents of Police.

- 1 hill tent with bath-room ($14' \times 14'$).
- 1 shooting-pal ($12' \times 12'$).
- 1 servants' tent ($12' \times 12'$).
- 1 necessary tent ($4' \times 4'$).

Assistant Superintendents of Police.

- 1 hill tent with bath-room ($12' \times 12'$).
- 1 shooting-pal ($10' \times 10'$).
- 1 servants' tent ($12' \times 12'$).
- 1 necessary tent ($4' \times 4'$).

Special scale applicable to Superintendents and Assistant Superintendents stationed in Malabar, South Canara or hill tracts—

- 1 miniature Swiss cottage, bamboo poles, three folds cloth ($10' \times 10'$).
- 1 shooting-pal, bamboo poles ($10' \times 10'$).
- 1 servants' tent ($10' \times 10'$).
- 1 necessary tent ($4' \times 4'$).

(3) Tents issued to the Inspector-General, Deputy Inspectors-General, Superintendents and Assistant Superintendents of Police are intended for the use of the offices to which they are supplied.

(4) *How to keep tents when not in use.*—When not in use, tents should generally be kept in a dry place on stands about 18 inches high so as not to be damaged by rats or white-ants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

Instructions for pitching and striking tents.—The following instructions are laid down for pitching and striking tents. Attention to these will make them last much longer than they would do otherwise. The failure on the part of any officer to comply with these instructions should, therefore, be promptly reported to the Inspector-General of Police for orders :—

- (i) Tents should on no account be pitched under tamarind trees.
- (ii) When tents are being pitched or struck and the ground is at all muddy, the tent bags or some straw should always be spread below them to keep them clean.
- (iii) Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly, so that the strain may be direct and equal and not crosswise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line, which will seldom be. It is the safest plan never to allow them to be tied to trees. If tents bag at the corners, the ropes, which pass up inside the fly round the pole, must be pulled moderately tight, and tied to the corner ropes so as to make the strain come on them and not on the canvas.
- (iv) In stormy weather, the corner and storm ropes of tents should invariably be 'bushed.' If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg be buried at right angles to the direction of the rope at a depth of a couple of feet, the rope tied to it and the

hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in in the ordinary way.

(v) When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn, and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard, and the pegs have probably not been driven in deep. If this should happen at night as it frequently does, the fact that the pegs have drawn is likely to pass unnoticed and the tents will be liable to be blown down if the wind should rise.

(vi) Care should be taken not to strike and pack tents when damp from rain or dew. A march had better be a little delayed than that a tent be spoilt from mildew, which is the certain consequence of packing tents when damp.

(5) *Allowance for repair of tents.*—No allowance will be made for the repair of tents for twelve months after their original issue, save under special circumstances to be reported for orders. In subsequent years, the Deputy Inspectors-General of Police may authorise annual expenditure for petty repairs not exceeding an average for their ranges of Rs. 20 per set of tents for the first three years, Rs. 25 for the next two years and Rs. 30 per annum for any further period. If larger sums are required for the repair of tents, an estimate must be submitted to the Inspector-General of Police for orders with a full explanation of the necessity.

These allotments are made merely to meet fair wear and tear. Damage due to negligence must be paid for by the officers causing it. It should be understood that Government have no intention of supplying lascars for the care and pitching of tents. Officers must make their own arrangements in this respect.

(6) *Report on the condition of tents by officers.*—Officers assuming charge of offices to which tents have been allotted will report on the condition of the tents taken over by them in Form No. 157, Vol. II. The report should be submitted in duplicate through the proper channel to the Deputy Inspector-General of Police, who will forward one copy to the Inspector-General of Police with his remarks, if any, and retain the other for record in his office. Before forwarding these reports to the Inspector-General of Police, the Deputy Inspectors-General of Police, through whose hands they pass, should give the necessary orders as to repairs which can be executed locally.

The attention of all officers is drawn to the necessity of very careful examination, when handing over or taking charge of Government tents. Tents should always be pitched on such occasions and closely examined.

Every officer taking charge of an office to which tents are attached should take charge of the tents also, and report immediately upon their condition in Form No. 157, Vol. II, even though the charge is taken temporarily, pending the arrival of another officer appointed to the office, or because no one has been appointed.

Where an Assistant Superintendent's division is left without an officer, the officer vacating should hand over the tents to the Superintendent who will receive them and sign the usual transfer certificate. The Superintendent may then hand the tents over to his Store Inspector to be kept and looked after like other stores in the office.

(7) *Inspection of tents.*—Superintendents of Police should make it a practice of inspecting their Assistants' tents, and Deputy Inspectors-General, the Superintendents' tents, which should be pitched for the purpose, at frequent intervals. Deputy Inspectors-General should notice the condition of tents in their notes of inspection. On the 1st of April in each year, Superintendents should submit to the Chief Office, through the Deputy Inspector-General, a report in Form No. 158, Vol. II, on the state of all the tents in their districts, and Deputy Inspectors-General should submit a similar report for the tents they have inspected during the year. These yearly reports on inspection of tents should be forwarded to the Inspector-General of Police with a copy of their remarks in special cases. The responsibility of officers for the proper upkeep of tents in their charge is personal and should invariably be enforced.

(8) *Tents when and where to be repaired.*—Repairs found to be required should be completed as early as possible, so that all tents may be in perfect order. For repairs required in excess of the scale sanctioned in paragraph (5) above, they should, as a rule, be sent to the Vellore Jail whenever that can be done without inconvenience. The Inspector-General of Prisons has directed the Superintendent of the Central Jail, Vellore, to receive all tents that may be sent to him for repairs and to use his utmost endeavour to do the work satisfactorily.

(9) For the specification of tents, see Form No. 159, Vol. II.

Repair and Maintenance of Government Boats.

477-A. All boats rented out to Police officers in the Kistna and the Gódvári districts should be returned to the Public Works Workshop for repair and maintenance, when the canals are closed, in the same way as those rented out to Public Works Department officers.

Keep of Elephants.

478. (1) The allowance of raw rice per diem for each elephant is 12 seers. With it should be mixed 2 to 3 tolas of salt. The rice should be rolled up in small bundles of paddy straw or green grass and be given in two instalments morning and evening in the presence of some responsible officer, who should be careful to see the rice measured and the proper allowance of salt mixed with it.

(2) 350 lb. or 180 seers is the minimum daily allowance of freshly cut green fodder. The true criterion as to quantity is, however, not to be sought in any fixed standard, but in the animal's ability to dispose of it in the twenty-four hours, presupposing always that the fodder is to his taste, clean, succulent, fresh and free from insects; in respect of grass, when procurable, he should have no stint. When on the march it is important to note what fodder the mahout brings in on the animal's back; it often appears a large quantity, but on inspection it is sometimes found to be worthless stuff, dirty or insect-eaten, which the elephant will not touch.

(3) Artificial shelter is required only where good natural shelter fails; the best shelter is a top of evergreen trees standing on a slight slope and sufficiently spacious to allow of the stabling being changed from time to time. In the absence of such shelter a shed should be erected on a sheltered but well-drained site.

(4) *Sore back.*—This injury arises from inflammation caused by the unequal pressure of the animal's load, by overloading, or by the chafing of

some part of the harness. Officers should pay the most careful attention to the very important matter of loading, in order to avoid any such injuries. The inflammation which is shown to exist by more or less swelling of the injured part may frequently be subdued by the simple treatment of fomentation; but if neglected, suppuration follows and an abscess more or less extensive is the result. It is an injury very apt to occur if strict supervision be not exercised when the animal is being loaded. The best prevention of sore back is the establishment of a rule that the attendants be invariably reduced to half pay until the animal is fully recovered. The injured parts ought, as soon as possible, to be well fomented; this operation alone may cause the inflammation to subside: but in cases where the formation of matter has taken place, an exit should be given to it externally by a free incision, the cut being made lengthwise and *not across* the back; after the escape of the pus, the abscess should be dressed with carbolic acid liniment; but when this is not at hand, the following native application has been found efficacious in expediting the filling up of the abscess with healthy flesh:—

							Tolas.
Datura and leaves	40
Neem leaves	40
Turmeric	5
Salt	10

Grind all together with a little water and introduce a portion of it into the opened abscess, remove it every second day, wash the sore, apply any lotion that may be necessary and restop with the mixture.

(5) The feet of the elephant are liable to become tender when marching continuously for some days over stony ground, especially during hot weather; the cure is rest, but the following ointment has been found useful as a preventive of tenderness:—

						Tolas.	
Aloes	24	} Melt together and apply as an ointment.
Wax	24	
Dammar	24	
Grease	24	
Catechu	96	

(6) Elephants 8 feet high will carry seven bullocks' loads equal to 861 lb., under 8 feet to 7 feet 3 inches six bullocks' loads or 738 lb. With a careful mahout and with loads not exceeding the above in weight, an elephant can travel for many days and for moderately long distances, the maximum of which however should not exceed 25 miles.

(7) The following establishment is allowed for elephants:—

For each elephant a mahout and a cavadi are sanctioned, who are responsible for the immediate care of the animal.

The duties of the mahout are—

(a) to carefully supervise the harnessing and the loading of the elephant, taking particular care that no undue pressure takes place upon any part of the body, and that no part of the back on which the load rests is without due protection of the pad;

(b) to report *immediately*, should the elephant fall sick;

(c) to see that the elephant is given its full allowance of rice and salt and a sufficient quantity of green fodder which should be varied, if possible, from day to day.

The duties of the cavadi are—

(a) to harness and wash the elephant daily; bathing is one of the natural functions of the elephant and most important to his existence. Bathing should, of course, never be undertaken when the animal is heated;

(b) to cut fodder and generally to assist the mahout under whom he is directly placed.

In order that elephant servants may become entitled to pension they are entertained as fourth-grade head constables and first or second-class constables. The mahout draws a fixed salary of Rs. 14 per mensem and the cavadi Rs. 8 or Rs. 7 as the case may be. Each receives one woollen coat, one pair of woollen trousers and one turband annually, and one boat cloak biennially. These articles of clothing should be submitted for inspection once a month on pay day.

(8) Government elephants should, on no account, be allowed to be used in religious processions.

Travelling Allowances.

479. Rules relating to travelling allowances are contained in the Civil Service Regulations. Rule 5 below regarding the cost of conveyance of horses and camp equipment by rail under article 1000 of the Civil Service Regulations applies principally to superior officers. The rest is a summary of the principal rules, including the departmental rules, affecting Inspectors and other subordinate Police officers, reproduced here for their information and guidance :—

Scale of Travelling Allowances.

Designation.	Daily allowance.			Mileage.	Railway fare.	Steamer passage.	Camp equipage and horses.	
	RS.	A.	P.	RS. A. P.			lb. of camp equipage.	Horses.
Special Inspector, The Nilgiris	3	0	0	0 4 0	Double 2nd class. Do.*	2nd class for self and deck for one servant.	700	1
Inspector, first class ...	2	0	0	0 4 0				
Do. second class ...	1	8	0	0 4 0				
Do. third class ...	1	0	0	0 2 0				
Do. fourth class ...	0	12	0	0 2 0				
European head constables.	Daily allowance at the rate of As. 2 for every Rs. 12½ or fraction of Rs. 12½ of pay			0 2 0	Double class.	3rd	2nd class	„
Head constables of all grades	0	4	0	0 2 0	Double class.†	3rd	Deck ...	„
Constables	0	2	0	0 1 0	Single class.	3rd	Deck ...	„

* Double intermediate class where there is this accommodation. † But see rule (7).

N.B.—A constable's jurisdiction for the purpose of article 1039, Civil Service Regulations, is his Inspector's division.

(1) (a) If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, these officers are entitled to table money for every day on which they dine on board at the rate of daily allowance prescribed, subject to a minimum of 4 annas. In such cases, a certificate should be attached to the travelling allowance bill in which the same is claimed.

(b) Besides passage money, they shall also be reimbursed the actual expenses incurred by them in embarking and disembarking at ports, *i.e.*, the charges from the quay to the vessel, such as wharfage fees, boat-hire, and the like. Charges incurred on shore will not be reimbursed.

(2) Besides conveyance allowance which is drawn like salary all the year round, Inspectors of Police, when proceeding beyond their jurisdiction, are entitled to daily allowance at the rates prescribed in the table, and may for any day draw, in lieu of daily allowance, for the entire journey including such part of it as is within division—

- (a) if they travel by rail or steamer or both—railway or steamer fare ;
- (b) if they travel more than 20 miles by road—mileage ;
- (c) if they travel partly by road and partly by rail or steamer or both—
 - (i) in respect of the road journey—mileage limited to the amount of daily allowance, unless the distance travelled is more than 20 miles, in which case mileage may be drawn ;
 - (ii) in respect of the journey by rail or steamer—railway or steamer fare.

(3) Inspectors of Police are entitled for journeys by rail or steamer within jurisdiction to second-class railway fare or steamer passage, and by road to conveyance allowance. Inspectors are not allowed to use the rail for ordinary inspection tours. The use of railway should be restricted to cases of urgency.

(4) In cases of transfer within the district, Inspectors and European head constables are not entitled to travelling allowance except for journeys by rail or steamer, but will be allowed actual expenses for the conveyance of their necessary baggage not exceeding one rupee for every 10 miles. In the case of transfer from one district to another, they are entitled to travelling allowance at the rates prescribed for journeys by rail or steamer, and mileage for journeys by road. If the transfer be to a station more than 200 miles distant by the ordinary route, and is made for more than three months, Inspectors and other officers, whose salary does not exceed Rs. 400 a month, are entitled to actual travelling allowances for their families and servants also according to the scale laid down in article 1098, Civil Service Regulations, provided that officers must, before presenting their claims, submit a detailed statement explanatory of the charges incurred to the officer to whose office or district they are transferred, who shall, after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.

(5) The cost of conveyance of camp equipment and horse, either by rail or steamer, is admissible only in cases in which an officer is required to proceed very quickly or ready equipped for urgent duty to a distant place.

The rule is intended to meet the more or less exceptional case of an officer who requires, for the discharge of his official duties, to make use of his horses or camp equipment in one place immediately or very shortly after having

had to use them in the public service in another place, and who is therefore obliged in the interests of the public service to convey them by railway or steamer. It is only therefore when it is shown that public interests would suffer if an officer sent on his horses or camp equipment by road or country cart, or in cases of distant transfers if he sold and replaced them, instead of despatching them by the quickest means at his command, that the cost of their conveyance by rail or steamer should be sanctioned. It also follows that the concession should not be made to an officer who sends forward his horses in order to avoid the expense of hiring the means of conveyance on a journey for which he draws travelling allowance, for that is the very charge which the travelling allowance is in such a case meant to defray. Nor can the rule be applied to meet the charges for conveyance to the officer's station of a horse or of equipment purchased from a place at a distance. Officers will not, when making ordinary journeys on tour or transfer, be entitled in addition to drawing travelling allowance, to convey their horses or camp equipment at Government expense, even when the nature of their duties requires them to maintain horses or camp equipment. The necessity contemplated in article 1000, Civil Service Regulations, for the conveyance of horses, camels or camp equipment by rail in the interests of the public service, is the necessity of an officer at once proceeding into camp on joining his new appointment, and the fact that an officer may, for instance, require his horses and carriage on arrival as a means of conveyance to his office, has never been recognised by the Government of India as justifying the charges for their removal being borne at the public cost. All claims under article 1000 of the Civil Service Regulations will be submitted to Government for final approval. It should be clearly understood by all officers that, if on revision the Government consider any particular claim inadmissible, retrenchment will follow. The maximum limit fixed by Government is four horses for Deputy Inspectors-General, and three for Superintendents and Assistants, and 55 maunds of camp equipment for each. The travelling allowance bills of gazetted officers require the countersignature of the Inspector-General before payment.

Charges for conveyance of Government tents by road will be drawn in special bills and not included in travelling allowance bills.

The maximum weight of camp equipment proscribed for claims under article 1000 of the Civil Service Regulations shall be applied when actual expenses are claimed under article 1062.

When claims are preferred under either article 1000 or article 1062 on account of the cost of conveyance of a bicycle, the bicycle shall, in the case of those officers who are permitted to recover charges for more than two horses, be taken as equivalent to one horse. In no case, however, shall the charge for the conveyance of more than one bicycle be admitted.

(6) Inspectors, head constables and constables travelling on *escort duty* within their divisions are entitled to actual expenses for the conveyance of their necessary baggage at 1 rupee for Inspectors, 8 annas for head constables and 4 annas for constables for every 10 miles.

(7) Head constables and constables travelling on duty *by rail*, whether within or beyond their divisions, will be granted railway warrants, and head constables will be entitled to draw, in addition, single railway fare limited to the amount of their daily rate, and constables proceeding beyond their division, their daily allowance. When travelling *by steamer* they will be entitled to the proscribed steamer fare.

(8) When they travel *by road* beyond their division, head constables and constables will draw daily allowance. When the journey beyond their division, including such part as is within it, is more than 20 miles a day, constables may be allowed mileage not exceeding twice the amount of their daily rate. In special cases the Inspector-General of Police will grant, on the recommendation of Superintendents, mileage exceeding the limit of daily allowance prescribed in this order both to head constables and constables.

(9) When they travel beyond their division *partly by road and partly by rail or steamer on the same day*, they are entitled to the allowance prescribed in rule (7) for the part by rail or steamer, and for the part by road to mileage not exceeding the daily rate, unless the distance is more than 20 miles, in which case the allowance prescribed in rule (8) may be drawn.

(10) Head constables and constables, who are not provided with mess on board the steamer, will be entitled to daily allowance at 4 annas.

(a) *Cancelled.*

(b) A daily allowance of 8 annas will be granted to constables when they are sent to the Central Province or Uva, and 6 annas when sent to other provinces, in Ceylon, for the purpose of arresting accused persons and executing warrants in that island. Application should be submitted for the Inspector-General's sanction.

(11) Head constables and constables on transfer to another division in the same district are entitled to the actual cost of conveyance of their necessary baggage not exceeding 8 annas for head constables and 4 annas for constables for every 10 miles. For journeys by rail or steamer, however, they are entitled to travelling allowance.

On transfer to another district they are entitled to railway and steamer fares, and to mileage for journey by road.

(12) For going to hospital when the Medical officer certifies that conveyance was necessary, travelling allowance at the rate referred to in rule (11) will be allowed for the patient.

(13) Inspectors' writers will not be allowed any travelling allowance except when proceeding by rail with their Inspectors within division. If Inspectors' writers cannot travel without extra expense to Government, they must be left behind at Inspectors' head-quarters.

(14) Inspectors and head constables travelling beyond their divisions in the Agency tracts of Northern Circars, Kollegal taluk, that portion of Satyamangalam taluk which lies above the ghâts and the Anamalai hills in the Coimbatore district, the Nilgiris and the Upper and Lower Palnis are entitled to increased daily allowance, viz., 50 per cent. or half as much again. Constables will draw the usual daily allowance of 2 annas in these localities. Inspectors, head constables and constables travelling beyond their divisions in Coorg are entitled to daily allowance increased by 60 $\frac{2}{3}$ per cent. or $\frac{2}{3}$ as much again of the ordinary allowance; in the Wynaad in Malabar, first and second class Inspectors 50 per cent. or half as much again, other officers, including head constables three times the ordinary daily allowance subject to a maximum of Rs. 1 $\frac{1}{2}$; but constables will draw a daily allowance of 3 annas. Elsewhere in Malabar and in South Canara Inspectors and head constables will draw twice the ordinary allowance subject to a maximum of Re. 1; but constables will draw the usual daily allowance of 2 annas.

(15) Mileage rates in the special tracts of Ganjam, Vizagapatam, Górávari, the Nilgiris and Wynaad are increased by 50 per cent.

(16) Daily allowance is inadmissible for a halt of more than ten days at any one place except in cases where the attendance of an officer is required at a fair, durbar, or agricultural exhibition. In such cases, a certificate from the District Magistrate is necessary to enable an officer to draw daily allowance for the whole period.

When extra Policemen are brought in from other stations for festival duty and temporary sheds are provided for their accommodation at the expense of the State, their daily allowance will be reduced by one-half. In such cases a note to the effect that temporary sheds have been provided for the men during the festival at the expense of the State should be made in the travelling allowance bills of the men concerned. *Vide* P.O. 512-A.

(17) There is a general tendency among Inspectors to make too many rapid marches. Care should be taken to see that travelling on parts of two days is not entered as travelling on one day to make up more than 20 miles, for which mileage can be claimed. A day is from midnight to midnight. The hours of starting and reaching destination should be required to be given in bills in cases in which mileage is claimed. Not to make travelling allowance a source of profit, it is incumbent upon Superintendents to satisfy themselves personally, before allowing mileage, first as to the necessity for rapid marches and then whether the actual travelling expenses incurred during the journey—which is all that travelling allowance is intended to meet—would not be covered by the grant of an amount less than the mileage, say, twice or perhaps thrice the amount of daily allowance. Under strict personal scrutiny by the Superintendents, the cases in which mileage ought to be granted would be found to be very limited; and in these cases the reasons for the rapid marches and for the grant of mileage therefor should be stated in the travelling allowance bills.

When an Inspector, head constable or constable is required by a superior authority to travel by any special means of conveyance, the cost of which exceeds the daily allowance when daily allowance only is admissible, or the mileage allowance, the actual cost of transit by such means may be drawn in lieu of such daily allowance or mileage. The bill for such allowance must be supported by a certificate, signed by the superior authority and countersigned by the controlling authority, that the use of the special means of conveyance was absolutely necessary, the circumstances which rendered it necessary being also specified therein.

(18) An officer summoned to give evidence of facts which have come to his knowledge or of matters with which he has had to deal in his public capacity, either in a criminal case or in a civil case to which Government is a party, may draw travelling allowance under the rules for journeys on tour contained in Chapter LIII of the Civil Service Regulations, provided that he must obtain from the Court any travelling or subsistence allowance to which he is entitled by the rules of the Court and must deduct the amount from the travelling allowance claimed.

Note.—Claims under this rule must be supported by a certificate from the Court in the following form:—

Certified that ----- *appeared before me as a witness on behalf*
Civil
of ----- *in a* ----- *case for* ----- *days, from* ----- *190.*
Criminal

to———190 , in his official capacity to depose to facts within his official knowledge, and that he has been paid by me the undermentioned allowances.

No travelling allowance should be passed for such journeys when the amounts obtained from the Courts are not deducted or when it is not explained satisfactorily why no allowance was obtained from the Courts.

(19) An officer summoned to give evidence under other circumstances is not entitled, by reason of his being an officer of Government, to any allowances other than those admissible by the rules of the Court. But, if the Court pays him any sum by way of subsistence allowance or compensation apart from any allowance for travelling expenses, he must repay that amount to Government before drawing full pay for the day or days of absence.

No travelling allowance is admissible for attending the Criminal Lower or Précis-writing examinations which are not obligatory departmental examinations.

(20) All travelling allowance bills of Inspectors and other subordinate officers will be countersigned by the Assistant Inspector-General of Police before their payment at the treasury.

(21) The renter at a ferry in South Canara and Malabar cannot demand a fee or toll for—

- (a) Government mails, stores or remittances, or for persons, animals or vehicles employed in carrying the same ;
- (b) Police officers under the grade of Assistant Superintendent, or prisoners or property in the custody of the Police ; and
- (c) persons employed by Village officers to take official reports or remittances to the taluk, or official reports to any Magistrate or Police station.

N.B.—The exemption of any person under the above rules extends also to the animals and conveyances actually used in travelling.

All vessels, the property of Government, provided for the use of officers of the Police department, are exempt from payment of license or registration fees or tolls.

(22) Police officers employed on outdoor duties travelling on duty are exempted from payment of tolls for the vehicle or animals by which such officers are actually conveyed, and the exemption extends also to the property in their custody such as stolen goods or private property of the criminals. They should be in their uniform or produce their *sannad* of appointment if required by toll-gate men.

Note.—A Police officer, while travelling on transfer from one station to another, is travelling "on duty."

(23) Officers on casual leave will be permitted to draw fixed monthly travelling allowance or conveyance allowance, but under no circumstances whatever should travelling allowance of any other kind be admitted during casual leave.

(24) Superintendents should see to the proper checking of the travelling allowance bills as they are received from divisions. They should be satisfied in each case that the journeys for which travelling allowance is claimed were absolutely necessary in the interests of the service, and that they were performed with all reasonable expedition, and that no unnecessary halts were made. Where there is reasonable doubt in respect of any of these points, travelling allowance should be disallowed.

Travelling allowance bills must be checked with reference to the passports of the men for whom travelling allowance is claimed. For this purpose passports connected with travelling allowance claims will be detached by Inspectors from the station reports—a note being made therein that this has been done—and be forwarded with the batta bills concerned. If in so checking, the travelling allowance bill is found not to correspond with the passport of any man with regard to the places visited or other details, his claims cannot be passed. Any bills unsupported by passports must be brought to the notice of the Superintendent for orders. After the bills have been checked and passed, the passports will be filed in the Head-quarter office with the office copy of the bill.

(25) Non-gazetted ministerial or menial officers should not *ordinarily* hire conveyances unless they *have been* ordered to do so, and all heads of offices should require that applications for certificates under article 1065 (ii) of the Civil Service Regulations be made, as a rule and whenever possible, *before* and not after the hiring of a conveyance. Certificates should be refused when applications are received subsequent to the hiring, unless sufficient reasons are shown.

479-A. For rules regarding travelling allowance to Government servants proceeding to the Pasteur Institute at Kasauli, *vide* page 400, Appendix.

Travelling Allowance Register.

479-B. (1) In order to see that every Inspector in charge of a division submits a batta bill for his men every month regularly and that the bills are punctually submitted by him within a prescribed date, that the bills are quickly dealt with and disposed of in the Superintendent's office as well as in the Chief Office, and that the men get their batta without unnecessary delay, a check register of travelling allowance bills is maintained in the Audit department of every Head-quarter office, (*vide* Form No. 159-A), which the Superintendent is required to inspect once every month under P.O. No. 15, note. The Deputy Inspector-General of Police also inspects this register at his inspections of the office.

(2) Superintendents are directed to see—

- (i) that Division Inspectors submit the consolidated travelling allowance bill for their division immediately after the close of the month;
- (ii) that the bill reaches the Head-quarter office not later than the 5th of the month following that to which it relates. This can be done if P.O., No. 479 (24) is strictly attended to, and the bill written up from the passports as received by the Inspector.

(3) A week at the most must suffice for check in the Head-quarter office and despatch to the Chief Office.

(4) Similarly a week will be allowed for checking in the Chief Office.

(5) When bills are received back in the Head-quarter office, immediate steps will be taken to obtain cash orders, which must be despatched to the division within three or four days of receipt of the bill from the Chief Office.

(6) No delay will be permitted in the distribution of the batta by the Inspector and the return of the acquittance. For any amounts subsequently disbursed, separate receipts should be obtained and forwarded to the District office. After the amount drawn from the treasury is completely vouched for, the Head-quarter office will certify on the roll, Form No. 159-B, Vol. II,

and in the Travelling Allowance Register against the entry concerned that it is audited, and the Superintendent will initial both.

(7) Superintendents are directed to take immediate and severe notice of delay made by Division Inspectors or by their own offices, and to draw the attention of the Assistant Inspector-General of Police to delay in the Chief Office.

Railway Warrants and Steamer Passages.

480. The following instructions will be carefully observed in the preparation, issue and use of railway warrants, as well as railway ticket and telegram requisitions (Forms Nos. 160-162, Vol. II):—

(1) All railway warrants and railway ticket and telegram requisitions should be clearly stamped with the seal of the Superintendent of Police both on the foil and the counterfoil separately. The name of the district and the designation of the signing officer should invariably be given. The stamps are sometimes illegible and half is on the counterfoil and half on the requisition itself. This should be avoided. The seal on the requisition and railway warrant should be placed at the top of the form.

(2) All entries must be in ink and very clear; and all alterations must be attested and no erasures made. If any form is rendered illegible owing to too many corrections or otherwise, it should be cancelled and a fresh form issued.

(3) Special attention must be paid that numbers entered in column 3 of Form No. 160, Vol. II, are quite correct and agree with the total of numbers or names in column 4.

(4) The class in which accommodation is to be provided should be entered in column 2.

(5) The nature of duty and purport of message should always be mentioned in the railway ticket and telegram requisitions respectively. The nature of the train, whether mail or local, for which the railway warrant is issued should be specified.

(6) When Police officers are sent on duty by railway, they should invariably be furnished with railway warrants at the starting stations for the return journeys also. Warrants may also be issued to head constables and constables entitled to travelling allowance, under article 1136, Civil Service Regulations, for journeys to and from the nearest Medical officer's station. Also to men proceeding to give evidence (rule 18, P.O. No. 479); but the amount received from Courts for subsistence or travelling allowance must be refunded to Government. A note of this fact must be made in the warrant.

(a) Railway warrants will not be issued for distances less than 10 miles, except in the case of the Railway Police in the execution of *bonâ fide* Railway Police duties.

(b) Railway warrants should not be issued to men who quit the force, for the purpose of proceeding to the Head-quarter stores to hand in their clothing. These men should proceed by rail at their own cost if they wish to avoid delay in receiving the pay due to them.

(7) Railway warrants should not be granted to Magistrates' prisoners or military deserters; and when given to Police prisoners, the fact should be particularized to avoid reference.

(8) Inspectors shall not grant themselves railway warrants. When they are required to proceed on duty by railway out of their divisions, they will pay the railway fare and submit a bill for the same to the Superintendent of Police.

(9) Railway warrant books should be kept under lock and key.

Note.—The following Railways have consented to accept Police railway warrants :—

- (1) Madras Railway,
- (2) South Indian Railway,
- (3) Southern Mahratta Railway,
- (4) Bengal-Nagpur Railway,
- (5) Great Indian Peninsula Railway,
- (6) H.H. The Nizam's Guaranteed State Railway.

480-A. Conveyance of Prisoners by Rail.—Reserved accommodation should invariably be obtained for the conveyance by rail of military prisoners, and of civil prisoners who are insane, violent or dangerous. This is, however, not necessary in the case of civil prisoners who are *not* insane, violent or dangerous, when in parties of *three and under three* inclusive of the guards accompanying.

Note.—The term “prisoners” includes accused persons in the custody of the Police.

481. (a) The counterfoils of railway warrants which have been issued will be detached from the book and sent with the station-house report. All the required particulars should, of course, be clearly given in the counterfoils. These should be checked in the Superintendent's and Assistant Superintendent's offices immediately on receipt and irregular grants objected to. The counterfoils will then be filed by stations. When the foils are received after payment from the Chief Office, they should be compared carefully with the counterfoils, those belonging to the sub-division being forwarded to the Sub-division office for that purpose. Railway ticket and telegram requisition forms used by the Railway Police will be similarly dealt with and checked in the office of the Superintendent of the Railway Police.

(b) Before railway warrant books are issued to stations, the division as well as page number and the name of the station should be stamped on each warrant both on the foil and the counterfoil of the books, and the date on which the book was issued should also be stamped on each warrant. When all the warrants in a book have been expended the book will be sent to the Head-quarter or Sub-division office, where it will be checked with the file of warrants to see that all warrants have been duly accounted for. The warrant and requisition books will be issued in trifoil. The third foil, which will be retained in the book at the station till all the forms in the book have been expended, will be a small piece providing for entry of the number of the warrant, name of the station and numbers of the Policemen for whom issued.

Requisition tickets and warrants used by the Railway Police will also have the name of the railway station stamped on them before issue. Letters will be supplied on indent for stamping the names of stations.

Note.—In checking station-house reports, Inspectors will be careful to see that warrants and ticket and telegram requisition forms have not been improperly used, and will report in their diaries any case of improper or doubtful use of a warrant.

(c) The attention of all Superintendents and Assistant Superintendents is drawn to the unnecessary frequency with which constables are sent long distances by road and train to carry tappal. In these days postal connection has so much improved that it is often possible now to get tappal by

post, where formerly it was necessary to carry it by special constables. The Government have specially remarked on the frequency of these charges for batta and Superintendents must endeavour to put them down.

No tappal should be sent by constables where there is postal connection, unless the papers to be carried are very specially urgent. Between almost all railway stations there is postal connection, and railway warrants should therefore be seldom required for the conveyance of ordinary postal letters. Constables should not be deputed to carry express reports of grave crime between places which are connected by post, *unless* the crime was of a *very* serious character and the few hours' delay attending the despatch of the report by post is likely to prove gravely prejudicial.

The post should be utilized, as far as possible, for the conveyance of Superintendent's letters when in camp, and where the charges for tappal constables are excessive; unless reasonable explanation is forthcoming, these charges will be disallowed. Excess cost of postage over railway fare is no reason whatever for sending express constables. It must be understood that the carrying of tappal by constables should be only under very exceptional circumstances.

(d) Railway warrant books will be made up of different sizes, containing 25, 50 and 100 warrants. To ensure speedy return of counterfoil books to Head-quarter offices for examination and check, arrangements will be made by Superintendents to supply the smaller-sized warrant books to stations where their use is not of such frequent occurrence.

(e) Superintendents will be supplied with printed copies of the memorandum containing "objectionable points" on railway warrants used in the Chief Office, which will enable them to see to what further points their attention should be directed. One copy should be furnished to each Inspector and station-house officer in the district in order that they may clearly understand the nature of the objections likely to be raised by the Chief Office. A careful examination of the form will obviate mistakes in the preparation and issue of warrants.

(f) Replies to objections on railway warrants should be written in English on the reverse of the warrant and be signed by the Superintendent himself. Where the objection cannot be satisfactorily explained, the Superintendent should order the recovery of the amount objected to or make such other disposal as may be called for and note the same in the warrant for the information of the Chief Office.

481-A. Superintendents should exercise great care in regard to the control and check of railway warrants.

The instructions laid down in P.Os. Nos. 480 and 481, must be closely followed, and Inspectors will be held personally responsible for the misuse of railway warrants issued in their divisions, should they fail to bring any such irregularities to notice.

The annual expenditure under this head involves a very considerable item, and in the interests of Government it behoves officers to do their best to maintain a strict watch over railway warrants, in order that they may only be used when absolutely necessary and not for purposes not strictly appertaining to the service of the State.

482. Superintendents of Police should, when applying for passages, state in their requisitions the class of accommodation required, and whether the individuals concerned are to be dieted or not.

The following are the rules relating to the engagement of passages by Government officers :—

(1) Passages will be obtained direct from the agents of the British India Steam Navigation Company in the case of gazetted officers and their servants by the officers themselves, and in the case of non-gazetted officers and establishment by the immediate head of the department, on a requisition which should specify—

- (1) number of passengers,
- (2) names of passengers (age of children should always be given),
- (3) port of disembarkation,
- (4) name of steamer by which passage is required,
- (5) class of passage, whether with or without diet,
- (6) nature of the duty on which the officer or individual proceeds,
- (7) the officer to whom the passage bill should be presented for payment,

and such other information as may be required by the agent.

N.B.—Strict attention to these instructions will obviate delay in the payment of the agents' bills.

(2) The agents of the company will present for payment the bill or bills for passage provided, to the paying officer named in the requisition, and these bills should be supported by (1) copy of requisition for passage, and (2) certificate of embarkation obtained from the officers themselves, except only in the case of an inferior servant, in which case a certificate from the officer with whom he travels should be accepted, and, when this is not practicable, by a certificate from the agents themselves or commanders of vessels that the person or persons for whom passage money is claimed has or have actually embarked.

(3) When passage bills are presented for payment to the officers named in the requisition, the paying officer will check the rates charged with reference to the contract rates published in the agreement in force with the British India Steam Navigation Company where the line of passage is under contract, or, if not, with reference to the hand-book or other sources published by the agents for the guidance of passengers; and, when these two latter are not available, admit the bills as they are on the responsibility of the agents, and, if found correct, pay the bills.

(4) The scrutiny of the paying officers over the agents' bills will extend only so far as the rates of passages are concerned, and they should not therefore delay the payment of the bill when the officers or establishment to whom passage was provided seem to them not to be entitled, under the rules, to the travelling allowance claimed, any such disallowance or recovery on account of table-money being recovered from the individuals concerned in their salary or travelling allowance bill as the case may be.

(5) Expenses on account of boat-hire for embarking and disembarking should be defrayed by the officers themselves and recovered by them on their travelling allowance bill in the usual course.

Section IV.—Hutting and Building.

Provision for Works.

483. No expenditure should, as a rule, take place on works without (i) budget provision, and (ii) specific sanction.

Provisions for new works and repairs are made in the budget estimates of (i) Public Works Department, (ii) Police department.

(1) Funds for works costing over Rs. 1,000 each are provided for in the Public Works Department budget.

(2) Funds for works costing Rs. 1,000 or under each are provided for in the Police budget.

All works provided for in the budget of the Public Works Department will be executed by that department. Works provided for in the Police budget will be executed by the Police department, except in special cases where professional skill is required and the special sanction of Government is granted for their execution by the Public Works Department.*

Works to be executed through the Agency of the Public Works Department.

484. Every work which has to come before Government as involving larger expenditure than heads of departments are authorised to sanction must go through three stages—

- (i) administrative sanction,
- (ii) preparation and sanction of plans and estimates,
- (iii) financial provision.

(1) For administrative sanction for all works costing over Rs. 1,000 each, a scheme must be submitted by Superintendents to the Inspector-General through the Deputy Inspector-General. This scheme will contain all such works required in the district with the cost of each roughly estimated and with full reasons for their necessity, and will be sent in by the 1st April. The list will be in Form No. 163, Vol. II, and will be accompanied by full information necessary to enable the Inspector-General to decide as to the necessity of the works. The works should be entered in the order in which the Superintendent considers they are required to be executed. The Superintendent will show the strength of the Police at the stations where it is proposed to build a station-house or lines. The Inspector-General will pass orders of approval or otherwise on each proposed work, which will be communicated to the Superintendent.

(2) When the Public Works Department has prepared the necessary plans and detailed estimates, they will be forwarded through the Superintending Engineer to the Inspector-General for countersignature and

* Note.—No portion of the Public Works Department budget grant will be transferred to the budget grant of the Police department.

submission to Government, or return to the Superintending Engineer when the amount of the estimate is within his power of sanction.

Note.—Two or more works to be carried out at the same time and in connection with the same building must be dealt with in one estimate.

(3) For the provision of the necessary funds a list containing the works for which estimates have been either sanctioned or submitted for sanction and for which allotments are proposed in the ensuing year's budget will be forwarded by the Inspector-General to each Executive Engineer through the Superintendent of Police concerned before the 15th September.

Execution of Works.

485. On the estimates being sanctioned by Government or the Superintending Engineer and funds allotted, the works will be commenced and carried out by the Public Works Department.

Note to P.Os. Nos. 484 and 485.—It will be seen that, as regards works to be undertaken by the Public Works Department, officers are prohibited from making applications to the officers of that department for any estimates or plans except through the channel indicated. There is, however, no objection to the Executive Engineer being consulted as to the propriety or feasibility of any proposal before it is submitted in the regular form. Officers are also prohibited from making applications to the Public Works Department for any additions, alterations or extraordinary repairs to public buildings used as residences or offices, without first obtaining the approval of the Inspector-General of Police.

486. On completion of a work by the Public Works Department the Executive Engineer will send a completion certificate to the Superintendent for signature, and any remarks he may have to make in respect of his satisfaction with the efficiency of the work and its agreement with the design as approved of by the Inspector-General. The building will be then taken over by the Police department.

Note.—The countersignature of a Civil officer to a completion certificate merely implies that he has satisfied himself, to the best of his ability, that the work has been done properly, and involves no further responsibility; where the countersigning officer objects to any of the statements in the paper presented to him, he will still sign it, adding any remarks he may think proper. But it will be borne in mind that in making remarks which are unnecessary or irrelevant he may occasion much trouble and delay.

486-A. No alterations or additions should be made to buildings constructed on type designs without a reference to the Public Works Department.

Works to be carried out by Officers of the Department.

487. No schemes are required for works to be executed entirely by departmental agency, i.e., works costing Rs. 1,000 and under. Budget estimates for such works for any one year will be submitted by Superintendents of Police on or before the 1st June of the previous year in Form No. 164, Volume II. The works should appear in the order of their importance, those most emergently required being placed at the top of the list. In the 'Remarks' column full explanation should be given as to the necessity for the proposed works. Repair requirements are to be shown in a lump sum. Repairs costing Rs. 500 or more, however, should be shown separately.

The estimate should generally be for not more than the average of the past three years' expenditure, and when it is in excess, explanation should be afforded. The total allotment for the Presidency which is sanctioned by

Government is based upon the average of the past three years' expenditure, and unless special circumstances in any district, which should be fully explained, render an excess over its average unavoidable, such excess will not be sanctioned.

Note.—In the case of repairs, every work costing between Rs. 500 and Rs. 1,000 should be shown separately, the total sum for other petty repairs being entered in a lump, as it is impossible to anticipate what sundry repairs may be found necessary during the year.

On receipt of orders of Government sanctioning the total estimate for the Presidency, allotment of funds to each district will be made.

487-A. Ordinary repairs to all civil buildings, including Head-quarter and Sub-division offices and Police hospitals, up to a limit of Rs. 1,000 will be carried out by the Police department, provided that,

- (1) such repairs involve no structural alterations ;
- (2) the repairs of roofs are confined to trifling items.

Whenever it is considered that the repairs need professional supervision, the assistance of the Public Works Department may be sought for, irrespective of the amount of the estimate.

A list of the repairs which the Superintendent considers to require professional supervision under the last paragraph will be forwarded by the Superintendent to the Executive Engineer of the Division before the 31st December of the previous year, and the Executive Engineer will decide which works require professional supervision, and will arrange to have them executed by the Public Works Department.

Note.—This order does not apply to buildings at the Presidency town, buildings on the Nilgiris, official residences and any buildings which have been specially placed in charge of the Public Works Department for maintenance and repair. Repairs to such buildings will be carried out by the Public Works Department.

488. The power of sanctioning estimates is vested in different officers according to their amount and nature ; Superintendents—all works costing Rs. 100 and under ; Inspector-General—all other works costing Rs. 1,000 and under.

Note.—Blocks of huts are within the powers of sanction of the Superintendent and the Inspector-General, if the cost of each of the constituent buildings is within those powers, provided that the expenditure for each block of huts does not exceed Rs. 2,500.

After the budget allotment for the year is communicated to the district, detailed estimates for works costing above Rs. 100 each should be drawn up and submitted for the sanction of the Inspector-General. As soon as they are returned, the works can be commenced. Estimates for works costing Rs. 100 and under can be sanctioned by Superintendents, the date of sanction being noted in the memorandum of sums drawn from the Treasury submitted monthly to the Chief Office. The total cost of estimates sanctioned by the Superintendent and the Inspector-General should be within the amount allotted to the district. Superintendents can also transfer funds from under the head of repair of station-houses to repair of huts and *vice versa* not exceeding Rs. 100, reporting the fact to the Chief Office at once. The sanction of the Chief Office should invariably be obtained for the transfer of amounts exceeding Rs. 100.

488-A. The expenditure on all works (construction or repairs) costing over Rs. 1,000 each, when carried out by departmental agency, will be audited by the Examiner of Public Works Accounts and adjusted as Public Works

expenditure. A list of such original works should be submitted by Superintendents along with the departmental budget in Form No. 164-C, Volume II. In the case of incomplete works a list in the same form should be forwarded so as to reach the Chief Office by the 8th April at the latest. The procedure to be followed by departmental officers in regard to the expenditure on such works is given on page 401, Appendix.

Blocks of huts, constructed by departmental agency, shall be regarded as a single work, and the expenditure in such cases, if in excess of Rs. 1,000, shall, as in the case of other civil works, be subject to the audit of the Examiner of Public Works Accounts.

General Rules as regards preparation of estimates and execution of works.

489. (1) Estimates either for new works or for repairs should be prepared in Forms Nos. 164-A and 164-B, Volume II. In the case of new works a site plan should accompany the estimate.

(2) Every estimate should be accompanied by a covering letter which should give the following information in brief:—

(i) The circumstances that led to the necessity for the work.

(ii) Whether in case of new works the site is Government land or has to be acquired on compensation, and if the latter, the amount of compensation claimed by the owner and the amount of compensation which the Land Revenue authorities consider reasonable.

(iii) In the case of all repairs, the date of construction of the work and its cost, and the date, cost and nature of the last repair.

(3) Officers should see, as far as possible, that no delay takes place in the submission of estimates, so that large amounts may not lapse at the close of the year. The crowding in of a large proportion of building work to the end of the official year results in much bad work being passed owing to the impossibility of proper supervision and examination. Superintendents should insist on estimates reaching them during March or April at the latest and should sanction those that are within their power, without delay.

(4) Officers are entitled to, and should avail themselves of, the advice of the officers of the Public Works Department about works about which they may have difficulties and where professional knowledge and experience may be of use.

490. For the construction of stations and huts by departmental agency, estimates must be prepared in accordance with standard designs which are in Superintendents' offices.

(1) A note of the class of stations proposed should be made on each estimate submitted to the Inspector-General.

(2) Model estimates for station-houses and Police huts with specifications are given in Forms Nos. 165 to 177 in Volume II. All estimates for these buildings should be prepared in these forms. The dimensions of a head constable's hut are 24' × 8' divided into two constable's rooms of 12' × 8' each.

(3) The amount of the estimate should always be a round sum, being a multiple of Rs. 5.

(4) Specification should be drawn up clearly showing the nature of the work to be done, the way in which it is proposed to do it and the materials it is intended to use.

Note.—(1) The *maximum* average cost of a constable's hut has been fixed at Rs. 200 and that of a head constable's hut at Rs. 375. Every effort must be made to keep the expenditure within these figures.

(2) Deviations from the standard plan are very seldom necessary except in the matter of foundations, and in that case, a brief note regarding the nature of the soil will usually be a sufficient explanation. As regards rates, the Local Fund schedule should be taken as the maximum and any rate in excess of that schedule should be clearly justified in a note.

491. Works should be executed by departmental agency under daily labour or on the contract system, according to circumstances, at the discretion of Superintendents. As in executing works on the contract system, Government is spared the liability for damages that may be sustained during construction, it should, when found practicable, be preferred to the daily labour system, having regard, of course, to the nature of the work, the respectability of the contractor available, the sources of supply of materials, and in fact all such points as the officer concerned would take into consideration, should the work be carried out at his private expense.

When works are to be executed by contract, an agreement in one of the forms, Nos. 178 and 179, Vol. II, should be entered into by the Superintendent with the contractor. The agreement in Form No. 178 should be entered into in all possible cases; where, however, no contractor can be found who will give a deposit as required by that agreement, the agreement in Form No. 179 may be used.

Note.—(1) If the contractor gives no security or if the only security taken from him is by deductions from his bills, the stamp on the contract will be eight annas. If the contractor deposits any security, the stamp will be one rupee for every 100 rupees of the value of the security.

(2) Second and subsequent advances of money for departmental works should never be made before the work had been completed up to the value of the first advance. Advances made in violation of this rule will be recovered from the persons who made them.

491-A. Superintendents should see that proper foundations—such as will make the buildings strong and durable—are given for all new departmental buildings. The nature of the soil, whether loose or hard, should be ascertained by having trial pits dug here and there. If the Superintendent finds it difficult to ascertain the nature of the soil of any particular piece of land, he should apply to the nearest officer of the Public Works Department for advice. Contractors should, in no case, be allowed to commence the work before this is done.

492. (a) Acquisition of sites.—The Government have directed that it should be the invariable rule that, when lands are required for public purposes, they should be acquired under the Land Acquisition Act 1 of 1894.

(b) After the estimate of cost has been sanctioned by competent authority either separately or as part of the estimate of the project or scheme for which the land is acquired, the matter should be submitted to the Collector of the district who will submit the necessary draft declarations under the Act direct to the department of the Government Secretariat concerned.

(c) In applying for sanction to the *estimate* of cost as required in the preceding paragraph, Superintendents should state the estimate of the Revenue Department, information as to which being obtained from it,

(d) No proceedings for the acquisition of sites can be allowed except for sanctioned works.

(e) It should be borne in mind that Collectors should not be requested to take steps under the Land Acquisition Act before Superintendents obtain the sanction of the competent authority for the estimated cost of the land proposed to be acquired. The competent authority is the authority which sanctions the estimates.

(f) Proceedings under the Land Acquisition Act should not be resorted to by one department for the purpose of obtaining land in the possession and use of another, especially without reference to the head of that department.

493. Police officers of all grades entrusted with the supervision of buildings under construction or repair are absolutely prohibited from altering the plans sanctioned in any respect or using materials of any description other than those included in the estimates. If, at any time after the original plan and estimate have been approved and sanctioned, it is found that alterations should be made in the plan of the building, or that materials of other descriptions should be used, a revised plan and estimate must be at once submitted, and the work must not be proceeded with till sanction is received. This, however, does not apply to any minor deviations which, if necessary, may be carried out and reported to the Inspector-General for his subsequent sanction.

494. (a) *Mode of drawing money for departmental works.*—Money for the construction and repair of buildings is drawn from the treasury on the form of contingent bill, No. 12, Civil Account Code, supported by the abstract estimate. Superintendents will observe that no money is drawn from the treasury until wanted for disbursement, the amount being strictly limited to the immediate requirement.

(b) When any further instalment for any particular work is drawn from the treasury, a detailed bill with certificate declaring the work to be in progress and supported by vouchers in adjustment of the last instalment drawn for the same work should be submitted to the Accountant-General, the completion certificate accompanying the last detailed bill. *Vide Madras Treasury Manual, Volume I, article 109.*

Note.—Funds drawn for a particular work cannot be utilised for any other work without sanction.

495. Superintendents should send to the Chief Office by the 5th of the month following each quarter a progress report in Form No. 180, Vol. II, of all works under execution by departmental agency in the district.

Completion of works.

496. (a) On the completion of any work executed departmentally, the following documents must be forwarded to the Accountant-General :—

- (i) Detailed bills with all the vouchers, an English abstract being made of all vernacular vouchers.
- (ii) Completion certificate in the following form :—

“Certified that the work was executed under my supervision and in accordance with the estimate sanctioned, and that I am satisfied that the work has been properly completed.”

Note.—(1) Completion certificates for new buildings constructed departmentally, the cost of which exceeds Rs. 300, will be signed by the Superintendent or Assistant Superintendent after a careful personal examination of the buildings and comparison with plans and specifications.

There should be no delay in proceeding to the place before the buildings are taken over for the performance of this duty. There are never many works under construction in any one year, and officers should arrange their tours, if possible, so as to visit the works about the time of completion, which is known to them from reports received periodically from Inspectors.

(2) It should be made a rule that at least one-fifth of an estimate for building should be retained (by Superintendents) until such buildings are examined and passed.

(3) Superintendents and Assistant Superintendents should sign completion certificates. The acceptance of a certificate from the Inspector should be the exception and not the rule.

(b) Unspent balances, or money not required, should at once be refunded into the treasury, and the Treasury officer's receipt forwarded with the bills for adjustment.

497. (a) Money not actually spent before the 31st March lapses, and is not available for expenditure after the close of the official year on any account whatever.

(b) A period of three months from the date of advance for *repairs* and six months for *new works* is fixed for the submission of the final account including the completion certificate. But to secure prompt adjustment of the sums drawn on this account, detailed bills for expenditure actually incurred on each work during a month should be submitted to the Accountant-General as early after the close of the month as possible. A *separate* bill for each work is required. A list of cancelled vouchers, if any (*i.e.*, for Rs. 10 or less), should accompany each bill for reference, and the disbursing officer's certificate printed on the form should be signed by the Superintendent accordingly.

(c) Superintendents of Police should head all detailed bills for 'Petty construction and repairs' submitted for adjustment with the month or months in which the money *was drawn* (and not with the month in which bills *are submitted*), and to fill up invariably in all detailed bills the memorandum at their foot relating to the number and date of the abstract bill or bills in question.

498. *Hutting and Building Ledger, Form No. 182, Vol. II.*—In the ledger a page will be opened for each station, and all expenditure will be shown under the respective heads of construction and repairs. In the opposite page will be shown the expenditure on huts of the station (if any) under the respective heads of construction and repairs. Notes showing the title to each building should be made against it. (*For sample entries—vide Form No. 181.*)

Note.—The boundaries of all Government land in the possession of the Police department must be demarcated with stones, the letters M.P. being cut thereon.

A separate book in form No. 182-A, Vol. II, will be kept for yearly abstracts showing Police departmental works.

499 and 500. *Cancelled*

501. (a) *Occupation and petty repair of huts.*—All huts built must be occupied; for nothing tends so much to disrepair and decay as leaving such buildings untenanted. A list, carefully corrected up to date, will be kept at the District Head-quarter office showing the number of huts in each division, and Inspectors will be at once called on to account for any deficiency in the amount of rent recovered. Inspectors are not permitted to sanction men living out of lines; they will also be careful to allot huts,

(b) Every hut will be allotted, and, in addition to any other punishment that may be awarded, double rent will be deducted from the pay of men found to have vacated their huts without permission.

(c) As a useful check in the matter of occupation of huts, Inspectors will be required to append a small memorandum in the following form (on a separate piece of paper) to the monthly pay bills :—

		NO.	NO.
Total number of huts in division	..	{ Head constables.	}
		{ Constables	.. }
Number occupied during month and rent collected.		{ Head constables.	}
		{ Constables	.. }

Explanation of the non-occupation of all huts not shown as occupied should be given.

502. The men must be required to execute those very trifling repairs which they would not neglect were the huts their own, and which go so far towards the preservation of the buildings, *e.g.*, repairing mud walls, etc. Men, whose huts from the want of ordinary care on the part of the occupants are found in bad order, must bear the expense of having them put in order. This will be carried out by Inspectors and report made in the diary; the deduction from the men's pay (not to exceed one rupee without the special order of the Superintendent) will be made in the same month's pay bill.

Note.—This order will be carefully explained to the men by Superintendents and Assistant Superintendents on their tours. The attention of Deputy Inspectors-General is specially requested to the matter of hutting and the preservation of this public property.

Custody and Charge of Vacant Public Buildings.

503. Public buildings which are borne on the registers of the Public Works Department shall be handed over to that department when vacated by the Police department; other buildings shall, when vacated, be handed over to the Revenue department. If there are special circumstances which, in the opinion of the District Superintendent, render it advisable to hand over a building of the latter class to the Public Works Department, the matter should be reported to the Inspector-General for orders.

Note.—Superintendents should take charge of quarters provided for Police officers when they fall temporarily vacant. The nearest station-house officer should arrange to look after them.

Disposal of Materials obtained from Dismantling Buildings.

504. As a general rule, materials obtained from the dismantlement of buildings when undergoing repairs will be disposed of by the officer who carries out the works, but their value will be credited to the Public Works Department, if the building from which they are obtained is borne on the Public Works Department register. In other cases the value realized will be credited to the Police department.

Buildings destroyed by Fire.

505. When Police buildings are destroyed by fire, full enquiry into the circumstances will be made by the Superintendent of Police, and report forwarded through the Deputy Inspector-General of the range to the Chief Office.

Allowance for Office Accommodation.

506. (1) If separate accommodation is provided, the allowance shall not exceed the actual rent paid for such accommodation.

(2) If the officer provides accommodation for the office in his own house, the allowance shall not exceed half the rent paid by the officer if he rents the house, or half the proper rent of the house if it is his own property.

(3) The allowance shall not exceed—

- (i) any general or special departmental limit, which is or may be prescribed by authority; or,
- (ii) what is ascertained in the Public Works Department to be a proper proportion of the rent of the house jointly occupied, with reference—
 - (a) to the share of the accommodation occupied;
 - (b) to the injury to the house as a private residence from its partial occupation as a public office.

Rent of Public Quarters.

507. When any Government building is provided for an officer, he should dwell therein and pay rent for it. The rent of such buildings will be fixed in accordance with the scale in force in the Public Works Department. It is subject to a maximum of 10 per cent. on the salary and local allowance of the officer. In the case of Inspectors whose salary does not exceed Rs. 100 per mensem and of European head constables, Government have ruled that the rent shall not exceed 5 per cent. of their salary and local allowance.

No native officer should be allowed to occupy a residence built for Europeans unless the Collector and the Superintending Engineer agree, or the Government decide, that he may do so.

Any officer, whether European or Native, misusing or damaging a Government residence, or any part of it, or making it unfit for occupation by his successor, will be held liable to pay the cost of all repairs and restoration that may be necessary.

508. When a house has to be built or purchased for the occupation of a Government official, its cost should be so regulated that the rental may not exceed 8 per cent. of the average salary of the official who will usually occupy it.

509. When a building is occupied partly as residence and partly as an office for which no rent is paid, the capital value of the portion occupied as a residence will be separately estimated, and the rent calculated accordingly.

510. An officer occupying public quarters will give timely notice, in writing, to the Executive Engineer in charge, of his intention to vacate them; otherwise he will be liable to be called upon to pay rent up to the date of receipt by the Executive Engineer of such notice or of the re-occupation of the quarters.

510-A. The in-coming tenant of any Government building should have a list of all fixtures given to him by the Executive Engineer, for which a receipt should be demanded. He will be responsible for all loss or damage

to such fixtures not due to fair wear and tear, the amount of such damages, if any, to be assessed by the Executive Engineer in charge of the division, subject to the approval of the Superintending Engineer of the circle.

Such fixtures shall include everything hitherto supplied with residences, except punkah ropes, which shall be provided by the tenant.

511. (a) Rent for public quarters occupied by Inspectors and European head constables, creditable to the Public Works Department, will be deducted in their monthly pay bill, with a note at the foot of the bill that the amount so deducted may be credited to the Public Works Department, and the balance remitted by cheques.

(b) A separate memorandum in Form No. 186, Vol. II, showing the division, rank and names of Police officers, and the amount recovered from each of them, should be attached to the District Pay Abstract for the information of the Treasury officer. The Treasury officer's receipt for the amount so deducted will be forwarded to the Executive Engineer every month by the Superintendent of Police with a memorandum in the same form.

512. (a) *Rent of huts.*—Head constables of the first and second grades will pay rent at the rate of 8 annas per mensem, head constables of the third and fourth grades at 6 annas per mensem. If a head constable occupies two of the constables' huts he should pay rent of two huts at first-class constable's rate.

(b) First-class constables will pay 4 annas per mensem, and second-class constables 3 annas 6 pies per mensem.

(c) Rent will be charged for half a month for any period of occupation between the 1st and the 15th or between the 16th and the end of the month. For occupation for any broken period of a month commencing on or before the 15th and ending after that date, the full month's rent will be recovered.

(d) Men in hospital must continue to pay rent for their huts, and rent should be recovered from men under suspension, on release, for the period of occupation by them.

(e) Rent need not be paid by men who leave their divisions to join the schools at head-quarters, unless any member of their family occupies the hut in their absence.

512-A. In cases where accommodation for Police employed temporarily during festivals is provided at the cost of the State no rent will be recovered, but their daily allowance will be reduced by one-half. *Vide P.O. No. 479 (16).*

Protection of Public Buildings from Fire.

513. The following instructions have been laid down by Government :—

(1) Before closing the office for the night, the Head Clerk will go round each room and see that everything is safe, his special attention being directed to the receptacle for waste paper.

(2) None but safety matches are to be used in the office.

(3) The matches used for official purposes should be in the custody of one person in the office whose name should be registered.

(4) The person named in paragraph 3 should keep the matches during the day under lock-and-key, and should invariably take them away with him at night.

(5) No naked lights should be used in any office. All candles or wicks must be protected by glass.

(6) Fire places for the preparation of paste should not be allowed near any building.

(7) Any temporary sheds built of combustible materials required for any purpose should not be erected without the permission of the Executive Engineer in charge of the division.

Note.—The construction of pandals round public buildings will be left to the discretion of the parties concerned.

(8) Waste paper is not to be allowed to accumulate in large quantities in any office. Every evening the waste paper of the day is to be collected and put into a special place, the key of which should be in charge of the Head Clerk.

Superintendents should issue instructions on the lines indicated above for the protection of Police offices.

(9) These instructions should be printed in English and vernacular and pasted up in several places in every public building, and the attention of all occupants of the building should be called to them.

(10) Galvanized iron buckets numbering from three to six, according to the size of the station, should be kept full of water at each tiled station for use during fire. As for tiled huts, if they are not in close proximity to the station (in which case only additional buckets are necessary), one bucket should be kept for every six huts. In the case of thatched buildings, it is sufficient if a number of *chatties* are kept full of water at certain fixed and easily accessible places.

Inspectors should see that these instructions are carried out.

(11) Record-rooms should have nothing inflammable in their construction, *i.e.*, roof trusses and framing, and the record racks should be of iron and the doors and windows should be iron-barred, with wooden shutters, if necessary, opening outwards.

(12) When a municipal fire-engine is entrusted to the charge of the Police, it will be kept at the Police station, provision being made by the municipality for housing it and keeping it clean. Constables should be drilled once a month in its use. In the event of any fire breaking out, as many of the available Policemen as are necessary should be deputed to work the engine.

(13) The Public Works Department will make the necessary arrangements with reference to these rules for the buildings in its charge. As regards the other buildings in charge of the Police department, Superintendents will adopt these precautions wherever they consider necessary.

Note.—The Public Works Department will be responsible only for the provision of the required number of buckets to be kept in a building and for the supply of copies of the printed rules to be hung up. Superintendents must make such arrangements as will ensure that the buckets are always in their place and full of water.

Compounds of Public Buildings.

513-A. There is no objection to the sale of the usufruct of existing trees or of the right to cut grass in the compounds of public buildings. They may also, at the discretion of the Superintendent, be leased for grazing purposes, but should never be leased for cultivation purposes.

Chapter XIX.—Stores.

General Rules.

514. All transactions in the office of the Superintendent of Police connected with arms and accoutrements, clothing, stationery and forms are carried on in the Store department. Superintendents should understand that they are responsible for the correctness of all the stores in the district, whether in the Store department in the Head-quarter office, or in the various stations in the district. It is not sufficient, when checking stores, merely to be satisfied that the quantity of stores in the stores at the Head-quarter office is correct according to the books; the officer or officers checking must satisfy themselves that the returns from each Divisional Inspector of the stores under his charge in his division are correct.

515. The Inspector or other officer in charge of stores must not on any account be allowed to receive moneys on account of part-worn clothing reissued to men, extra suits issued on payment or on any other account.

516. The Store Inspector is responsible for the articles in the stores, and for the correctness of the returns compiled in the office from his own books and from the lists periodically submitted by Divisional Inspectors. He will keep ledgers showing all receipts and issues of stores in Forms Nos. 187, 188 and 189 in Vol. II. He will bring to the notice of the Superintendent all deficiencies of stores in the district, whether at the head-quarters or in divisions. He will make known to the Account department the amount to be recovered on account of articles lost or destroyed through carelessness. He will certify on every bill for clothing, etc., whether purchased by District officers or supplied by the Jail department, that he has duly received the articles charged for in the stores. The number of articles is to be entered in words.

516-A. The Store Inspector will also keep a check register of indents in Form No. 227, Vol. II, to show the number, date, etc., of indents on which articles have been supplied. In this register the District office numbers should be consecutive and the District number given to the indent in the check register entered both on the indent and on the receipt voucher. When the indents are filed, they will be placed in rotation with the District number outside and when the vouchers are received from divisions, the date will be entered in the register and the receipt filed with the indents bearing the same number.

517. As regards the primary responsibility for the property belonging to the Police department, it may be divided into four kinds :—(i) stores in the Chief Office for which the Store-keeper is responsible; (ii) stores in the store office of the Head-quarter office of each district for which the Store Inspector is responsible; (iii) Police property in divisions, ammunition and furniture of stations, and the like, for which Divisional Inspectors are responsible; (iv) the clothing of each constable which he is bound to produce at kit inspection, and for which he is responsible and which on transfer from division to division he takes with him.

I.—Stores in the Chief Office.

518. (1) The stores in the Chief Office are under the control of the Assistant Inspector-General, who works through the Store-keeper. This officer arranges to meet the annual and other indents from Superintendents.

(2) It sometimes happens that indents are submitted which the Assistant Inspector-General does not consider necessary or which for other reasons he does not feel justified in complying with; in such cases, if officers are not satisfied with the Assistant Inspector-General's decision it is open to them to bring the matter to the notice of the Inspector-General.

519. Clothing in advance for each year will be supplied half-yearly to districts from the Chief Office, so as to reach the districts by the 1st January and the 1st July of each year.

520. (a) Police books of instruction may be had for sale at the Chief Office of the Inspector-General of Police, San Thomé, Madras.

(b) Applications for books should be sent to the address of the Assistant Inspector-General of Police, San Thomé, Madras, accompanied with remittance for the amount.

(c) The prices of all books will be notified, from time to time, in the Police Gazette.

(d) Books, etc., issued free of payment, will be supplied from the Chief Office.

II.—Stores in the Head-quarter offices of Districts.

521. Stores in the Head-quarter office will be kept in the Store department under the charge of the Store Inspector, who is responsible for the proper care of them, and for seeing that all issues and receipts are brought to account at once in the books of the office.

522. Separate indents in Form No. 190, Vol. II, are required for (1) clothing, (2) accoutrements, (3) books of instruction, and (4) forms. In all cases where the supply of stores for the ensuing year is allotted by the Inspector-General, Superintendents must arrange so as to limit the expenditure in their districts to the quantities passed in the Chief Office. If the Superintendent thinks that the average of expenditure in previous years ought to be exceeded, he must forward a full statement of his reasons for considering that an extra allowance is required, but the expenditure must be restricted to the quantity allotted until the permission of Government is obtained for an increase.

523. To obviate the necessity for petty indents on the Chief Office, whenever it becomes necessary to supply articles of clothing or accoutrements to members of the force to replace those destroyed or lost, either by accident or through negligence, Superintendents will indent at the beginning of the year for a sufficient number of articles of clothing and accoutrements in excess of the district allotment to meet such calls. Extra suits of clothing will be included in the annual clothing indent. A list of articles which may be indented for in excess of the district allotment is given below;—

Clothing.

Articles.	Number sanctioned in excess of allotment.
Shamlas with fringe.. ..	30.
Chevrons	5 of each grade.
Coats, blue cloth	2 per cent. of strength.
Coats, cotton drill	4 per cent. of strength.
Lace for turbans	20 yards.
Sashes	5.
Trousers, cotton	4 per cent. of strength.
Trousers, woollen	2 per cent. of strength.
Turbans	4 per cent. of strength.
Thongs	50.
Sandals	4 per cent. of strength.
Cumblies	20.
Putties	2 per cent. of strength.
Boots	4 per cent. of strength.
Belts, waist	100.
Frogs, bayonet	100.
Batons	2 per cent. of strength.
Leather, square, for buttons ..	25.
Figures, German silver	10 of each figure.
Badges, beat, silk	10.
Jerseys, blue	2 per cent. of strength.
Tongues, leather, for belts ..	100.

Accoutrements.

Articles.	Number sanctioned in excess.
Pouches, ammunition	10
Scabbards, bayonet	20
Whistles	20
Scabbards, sword	20
Handcuffs with keys (pairs) ..	10
Lanterns, dark	5
Burners for dark lanterns ..	20
Air tubes for do.	20
Lamps complete for do. ..	10
Padlocks, iron, with keys ..	10
Aluminium buckles for sashes ..	3
Buckets, zinc	10
Stars, German silver	10

524. (a) The full cost of articles of clothing carelessly lost or damaged by constables will be stopped only when the period for which they were issued has not expired.

(b) When the period for which the clothing lost or damaged was issued has expired, but it has to be produced at the weekly inspection, one-fourth of the cost should be recovered. In the case of woollen coats issued at long intervals, this rule may be relaxed at the discretion of the Superintendent.

525. (a) It is essential to maintain the closest possible check over losses of arms and ammunition and a committee of three members should usually be appointed to investigate cases in which arms have been lost, as well as to condemn arms which have become unserviceable. Such a committee need not consist exclusively of European officers, but the members might ordinarily be a Magistrate, the District Superintendent or Assistant Superintendent of Police and an Inspector. In places where three members are not available the Ordnance department will accept the certificate of the District Superintendent of Police that a committee of the required number or even of two officers could not be convened.

When occasion arises, Superintendents will form a committee of the kind. District Magistrates should in such cases be applied to to nominate a Magistrate to sit on the committee. The report must be drawn up in the form prescribed by the Ordnance department (No. 191, Vol. II), which will be supplied on application to the Chief Office.

Note.—Bayonets for rifle or carbine are complete arms and not component parts of an arm.]

(b) The full cost of arms and accoutrements, when carelessly or wilfully lost or damaged so as to be unserviceable, will be recovered in all cases: when damaged articles can be repaired, the actual cost of repair will be stopped from the man's pay.

Note.—Charges for loss of arms can be admitted against the Government only in cases of field service or accident proved to be beyond control. The committee should always state in the proceedings by whom the loss should be borne.

(c) Deficiencies in ammunition are to be dealt with as follows:—

(i) If there is reason to believe that ammunition has been done away with, those implicated will be charged under the Indian Penal Code.

(ii) If lost by neglect, by such departmental punishment as the Superintendent may deem fit. In all cases the delinquent will, in addition, pay for any rounds lost at cost price.

526. (a) All sums recovered on account of articles of equipment or clothing lost or destroyed by negligence, and of old worn-out clothing or accoutrements sold by order of the Inspector-General, must be paid into the District treasury to the credit of Government. The receipt of the officer in charge of the treasury should be attached to Form No. 139, Vol. II, sent to the Chief Office.

(b) Recoveries made on account of arms, accoutrements, clothing or books lost or damaged by carelessness, are to be exhibited in one list in Form No. 192, Vol. II, which should be forwarded at the end of each month to the Chief Office.

(c) On an indent being passed to recover the cost of an article lost or damaged by carelessness, the order should be entered in the District Order Book and an extract sent to the Divisional Inspector for information and note in the pay bill.

527. (a) When it becomes necessary to issue either clothing or accoutrements in lieu of articles lost or damaged by neglect of constables, recoveries will be made as usual. The recovery list will be forwarded to the Chief Office and the amount will be paid to the credit of Government, but the damaged article after being struck off the returns will be replaced from the surplus in the stores, instead of direct from the Chief Office on special indent.

(b) Superintendents of Police should not indent for the immediate supply of articles of clothing or accoutrements to replace others lost, when the same can be supplied from the District stores, or when they are not actually required. The expense of forwarding such articles by parcels post will thus in many cases be saved.

Note.—Articles lost and paid for should be supplied by issue from the stores at once from the surplus stock. The Store Inspector will issue fresh articles, and strike off the old articles from his return when he sees in the orders (which should be sent to him from the Audit department) that money has been recovered for old articles, and receives, as he should, a copy of the list of articles lost and money recovered (Form No. 192, Vol. II).

528. (a) Arms, ammunition, accoutrements, &c., will be issued by Superintendents to divisions with clothing with an invoice for the Inspector's signature and acknowledgment. The Inspector will bring them to account in a book to be kept for that purpose, showing the actual number of arms and quantity of ammunition lodged in each station, in Form No. 211, Vol. II. The baton and waist belt in use with each man will bear his district number, the initial letter of the district and the date of issue. The arms and accoutrements in the district will be numbered with dates of issue, each division being taken up in alphabetical order and the consecutive numbers being continued from one division to another. All such issues will be brought to account by the Store Inspector in his books.

Note.—All indents received at head-quarters will be acknowledged within 48 hours with a note of what has been done.

The supplies from the Jail department will be examined by a committee consisting of the Superintendent of the Jail and the Superintendent or Assistant Superintendent of Police on the dates specified below. They should be issued to divisions with clothing :—

Sandals.—1st March, 1st June, 1st September and 1st December, every year.

Boots.—1st December every year.

Cumblies.—1st December every year.

Note.—Superintendents of Police will see that cumblies, which will be received from the Jail department about the 1st June and the 1st December, are marked with the initial letter of the district and the year of issue.

(b) In forwarding indents for boots for European head constables, Superintendents should send exact measurements and a sketch of foot. Measurements of extra size sandals and boots should invariably be given. These measurements should be obtained by placing the foot lightly on a piece of paper, carefully drawing the outline and noting the various measurements therein. In the indents for clothing will be entered the number required of each size of sandals—first size, second size, third size, and extra size for men who require sandals larger than first size.

Before delivery is taken of packages from the railway or other carrying agents, the packages should be carefully examined to see if they bear any outward marks of having been tampered with, and should also be weighed in cases in which there may be a suspicion. Any deficiency found on comparison with the goods receipt note, will be reported to the Inspector-General of Prisons or the Jail Superintendent concerned and also to the Railway or other carrying departments at once.

Note.—The Store Inspector will use the trifoil and quadrifoil of Form No. 230, Vol. II, for issuing articles to divisions. The quadrifoil will, when received back from the Divisional Inspector with acknowledgment, be the Store Inspector's record of articles issued on indents. The trifoil will be the Divisional Inspector's record for articles received from the District stores.

529. The stores in the Head-quarter office consist of the following articles :—

- (a) articles of clothing and personal equipment of the men, including cumblies, blankets, beat badges, numbers, waist belts with frogs, batons with studs, leather squares for buttons, heel balls and tin cases for Catechism, and, in the case of the Railway Police, also leather pouches for note-books, square lanterns and rules book issued to them ;
- (b) accoutrements including haversacks, dark lanterns, handcuffs, which belong to the district and are not taken away by the men on transfer ;
- (c) arms and ammunition ;
- (d) other Police property forming the usual furniture of stations ;
- (e) stationery and forms ;
- (f) other articles such as packing cases, &c.

Articles of Clothing, &c. (P.O. No. 529 (a)).

530. Superintendents of districts will, on the 1st September of each year, forward a clothing indent in *original* to the Chief Office in Form No. 194, Vol. II. In this indent will be drawn clothing for the full establishment of the district as per budget estimate of the year, *plus* clothing to be supplied to men on payment. If, after the annual indent has been despatched, an addition to the force is sanctioned, a separate indent with full explanation should be sent in.

530-A. Men on leave for a period of six months or more should be considered as not on active service, and are therefore not entitled to clothing for that period.

531. The following instructions will be carefully observed when submitting indents on the Chief Office for clothing :—

		FEET.		INCHES.	
Suits	{ first size, for men	...	5	8	and upwards.
	{ second size do.	...	5	7	and do.
	{ third size do.	...	5	6	and under.

Men over 5' 6" and under 5' 8" will be supplied with second size clothing.

Note.—To enable the annual indent to be submitted without any trouble the Store Inspector will keep a list of all men in the district by numbers showing their sizes for boots or sandals and suits thus—

		Boots.	Suits.
		1st size.	2nd size.
Constable No. 1		"	"
, No. 2		&c.	&c.
Total of	}		
each size.			

532. On receipt of clothing, it will be inspected by the Superintendent and any deficiency or damage at once reported. The quality of the articles supplied should also be remarked on, if not good. The bales should be first examined to see whether they bear the appearance of having been tampered with in transit. They should then be opened one by one in the

presence of the Superintendent or, in his absence, the Head-quarter Inspector, and the contents counted, any deficiency being at once noted on the bale ticket which is sewn up in each bale when packed.

N.B.—This rule applies to stationery and every description of stores; and if any departure from it is proved, the Store Inspector is held pecuniarily responsible for any deficiency in the stores received.

533. The clothing will then be marked with constables' numbers and the year of issue, and be issued to divisions, a report being sent to the Chief Office by the Superintendent, through the Deputy Inspector-General, of the date of receipt of clothing at head-quarters and of its issue to each Inspector. On receipt of clothing by Inspectors, they will issue it to their men, taking their signatures in an Acquittance Roll, Form No. 195, Vol. II, which will be forwarded, when complete, to the District Head-quarter office. Inspectors will note in the acquittance roll the date on which clothing was issued to each man. On receipt by Superintendents of the acquittance rolls of clothing, they will cause the same to be carefully checked.

Note.—Clothing issued to districts for supply to the force must not be sold without special sanction. Clothing required 'on payment' should be indented for on the Chief Office.

534. When a Policeman is transferred from one district to another, he will take with him the clothing including metal buttons (but not batons, belts, frogs and numbers) in his possession, and the certificate on the back of the last-pay certificate given to him should be filled up, showing the period up to which he has been clothed.

535. Every man quitting the force should hand in his clothing at the Head-quarter stores, if he wishes to avoid delay in receiving the pay due to him. If any man does not care to do so, his clothing may be received at the station and forwarded through the Inspector to the Head-quarter stores by the constable deputed on the 18th of each month to convey articles to the stores. The man should, however, be made to understand that he will not receive his pay until his clothing reaches the stores. It is the duty of the Store Inspector to call in the clothing of all men who quit the force and to bring to the notice of the Superintendent all cases of non-delivery of clothing, so that steps may be immediately taken judicially against defaulters in this respect. On the occurrence of a casualty, a copy of the District Order relating to it will be communicated to the Store Inspector, who will make a note of the same in the Register of Casualties, Form No. 196-A, Vol. II, and at once apply to the Inspector concerned for the return of his clothing into the stores. Clothing of men who have died of cholera, smallpox or other infectious disease is to be burnt.

A ledger of the receipts and issues of part-worn clothing will be kept by the District Store Inspector in Form No. 196, Vol. II.

Note.—Inspectors will use Form No. 193, Vol. II, for sending articles to the Head-quarter stores.

536. The allocation statement of clothing showing what kind of clothing is issued in each district will be found in the Appendix at page 403.

537. With regard to the clothing of recruits, Superintendents will remember that the issue of new clothing instead of part-worn clothing should be the exception, not the rule. If, as is commonly the case, rags instead of clothing

are returned by the men leaving the force, the value of the new clothing required should be deducted from the balance of pay due to them, or recovered from the Inspector where there has been culpable negligence on his part to report deficiencies—*vide* P.O. No. 525 (b). Unless satisfactory and full reason be given, no extra clothing (except in lieu of what has been paid for) will be supplied beyond what each district force is entitled to for the year, and officers will be held responsible if they supply new clothing to recruits instead of to the men for whom it was issued. A recruit should receive, on enlistment, a complete kit—*vide* P.O. No. 33 (e).

Note.—(1) No officer is at liberty to charge the men for any article of a novel kind or other than authorized accoutrements. A list of average prices of arms, accoutrements and Ordnance stores will be published in the Police Gazette from time to time.

(2) New clothing supplied within the last two months of the year will be considered an advance for the following year.

537-A. Sale of part-worn clothing, blankets, &c., to Police officers other than those who require them to make good deficiencies in their kit, for one-half and one-quarter of their value is forbidden. When a constable or head constable is required to make good deficiencies, part-worn articles may be supplied as at present on payment, but such articles are never to be sold to other Police officers or to members of a Police office establishment or to private persons except for the full value of new articles.

538. Every constable is responsible for the good condition of all his clothing and personal accoutrements. In order to check this, regular kit inspection must be held—*vide* P.O. No. 33.

Accoutrements (P.O. No. 529 (b)).

539. Superintendents will indent for accoutrements in the same way as for clothing, the indent being drawn up in Form No. 190, Vol. II. They will be issued to Superintendents from the Chief Office. They will be indented for at the beginning of the official year. Any articles of clothing or accoutrements which may remain unexpended at the beginning of the year will be shown in the returns, and only a sufficient number, to make up the sanctioned excess, will be indented for.

540. (a) The following is the scale of dark lanterns and handcuffs to be supplied to districts :—

—	Reserve.	Cusbah or Town stations.	Second- class stations.	Small stations.
Lanterns	20	1 for each beat and 6 for section officers.	2	1
Handcuffs	20	10	6	3

(b) Keys and handcuffs are numbered to correspond, and no key but that bearing the same number as the handcuff should be used for it.

This requires to be carefully impressed upon head constables and constables. Handcuffs and keys will be shown separately in the quarterly lists and the annual returns.

Note.—Five per cent. of the handcuffs sanctioned will be allowed for retention in the District stores to meet sudden demands.

N.B.—Lanterns come under the category 'accontrements'.

541. Whistles and chains are supplied only to the men of the Reserve and the Town Police. Chains must all be of one pattern, viz., that supplied from the Chief Office.

541-A. District Reserves will be supplied with haversacks at the rate of one for each man. They should last for at least three years in Malabar and South Canara, and five years in other districts, and form part of each Reserve man's kit, being stamped with his number and date of issue, and produced at kit inspection. They will be treated as articles of clothing and will be burnt if the men wearing them die of cholera or other infectious disease. Men on escort duty must always take their haversacks instead of carrying their things in untidy bundles.

541-B. A badge will be issued to each constable of the Town Police and be produced with his kit.

542. Waist belts and truncheons will be marked with the initial letter of the district and the numbers of the constables to whom they are issued,—the number in the belt being given between the rows of stitches to the left of the clasp. They are to be considered as part of their clothing and the men to whom they are issued are responsible for them as they are for the rest of their uniform. In the event of a constable being transferred to another district, his belt and truncheon must, however, be returned into the stores.

Note.—The issue of those belts will be septennial. A constable who allows his belt to get into an unserviceable state within this period will have to be supplied with another at his own cost.

543. (a) Metal buttons issued to a Police officer will be held to be part of his clothing. A recruit will be supplied with two sets, i.e., 8 buttons, on enlistment. Men may at any time return into the stores buttons that have become unserviceable, and will receive serviceable ones in exchange, and free of charge, if the buttons have become useless by fair wear and tear. Buttons issued to replace others lost or damaged by neglect or carelessness should be charged for. Each station-house officer will be supplied with five buttons of the second size for coats and two small buttons for pocket flaps, and also a similar number of spare buttons of each kind to be kept by him in reserve to meet any loss or damage.

(b) Buttons returned into the stores should be examined, and those found unfit for re-issue should be sent to the Chief Office; serviceable ones should be retained and issued as directed in paragraph (a). No condemned buttons are to be sold from the District stores.

(c) A sufficient number of buttons to supply the probable yearly requirements of the district should be indented for annually.

Arms and Ammunition (P.O. No. 529 (c)).

* **544.** Arms and ammunition will be obtained from the Ordnance department on indents of the Superintendents of Police countersigned by the Assistant Inspector-General of Police. The indents will be submitted in duplicate and in emergent cases in triplicate. They should be numbered

from 1 upwards, new numbers being given at the beginning of each official year. Indents on the Ordnance department and indents on the Inspector-General of Police should be numbered separately.

Note.—(1) *Cancelled.*

(2) Stores other than arms and ammunition cannot be obtained from the Ordnance department, but should be indented for on the Chief Office, in Form No. 190, Vol. II.

545. Forms Nos. 197–199, Vol. II, will be used in all transactions with the Ordnance department. Form No. 197 is to be used when indenting for ammunition and for other Ordnance stores of general equipment, No. 198 to be used either as Delivery or Receipt voucher according as the stores are returned into, or received from, the Arsenal. No stores will be received into the Arsenal unless accompanied by this form, and unless the sanction of the Inspector-General of Ordnance has been previously obtained through the Chief Office. Form No. 199 is to be used when submitting requisitions for the repair of arms, &c.

Note.—In all requisitions of stores required from the Ordnance department, the proper nomenclature should be given as in the Priced Vocabulary of Stores, India. The columns of requisitions should be properly filled in. When arms require repair or replacement, the arms should be forwarded *direct* to the Arsenal with the usual Delivery and Receipt vouchers, the requisition therefor being sent through the Chief Office. All unserviceable components of arms should be returned to the Arsenal with necessary Delivery and Receipt vouchers with the requisitions submitted for new articles to replace them. When arms, ammunition or any other stores are indented for, each class of stores should be entered in a separate requisition and not lumped together in one requisition.

* **546. Practice Ammunition.**—(a) Practice ammunition is to be indented for annually on the 1st April or as soon after as possible. The following is the annual allotment of ammunition for the Taluk and the Reserve Police *excluding* Reserves armed with M. H. rifles :—

	Practice.	
	Blank per man.	Ball per man.
For the Police in ordinary districts with B.L. muskets '476" bore	20	30
Reserves.		
Do. do. Taluk... ..	20	20
Do. do. Town... ..	20	20
For the Divisional Police in Ganjām, Vizagapatam, Jeypore and Gódvári with B.L. muskets '476" bore.	20	20

(b) *M. H. Rifle.*—The annual allotment for practice is—

100 rounds ball ammunition per carbine;
100 do. blank do. do.

(c) *Revolvers.*—24 rounds ball annually.

Note.—(1) Care should be exercised to utilize for practice the ammunition stored in the magazine, it being replaced from the stock annually received.

(2) At all places where the Police butts are fixed and the land belongs to the Police and earth is available fairly close by, Superintendents should arrange to get an earthen stop butt built by fatigue dnty, 8 feet high × 9 feet long × 5 feet thick; this will enable the Police to recover the bullets which miss the target, or in the case of a canvas target, which hit it.

Where the butts are against a hill which already answers the purpose, no change need be made.

Everything possible should be done to recover the lead after firing and to return it into the stores.

* **547. Service Ammunition.**—(a) The following will be the stock of service or reserve ammunition :—

Reserves armed with carbines—5 rounds buck-shot and 40 rounds ball per carbine.

Taluk Police—10 rounds ball and 2 rounds buck-shot per carbine at each station.

Reserves armed with rifles—100 rounds ball per rifle.

Revolvers—48 rounds each.

At District Head-quarter stores—3,000 rounds ball (for carbines) and 300 rounds buck-shot for issue on emergencies or to replace service ammunition used.

(b) The Hill Police in Ganjám, Vizagapatam, Jeypore and Gódávári will be allowed 100 rounds ball *in lieu of* 40 rounds allowed for Reserves not armed with rifles.

547-A. All misfires of revolver cartridges should be shown in the Return of Revolver Practice, Form No. 116-E, Volume II. When any Inspector reports a considerable proportion of misfires, his revolver should be examined and tested and if necessary sent to the Arsenal for repairs. All misfires on return to the Head-quarter office stores should be tested in the best and newest revolver available. If it is still found that they are useless, report should be made to the Chief Office for communication to the Ordnance officer.

548. As soon as the ammunition for a district is ready for despatch, the Ordnance officer, by whom the demand is being met, will communicate with the Assistant Inspector-General of Police, who will make the necessary arrangements for its despatch to the district concerned.

Furniture (P.O. No. 529 (d)).

* **549.** In most districts a few articles of furniture are kept for issue in the stores. The following is the allotment of furniture for station-houses :—

One table with drawer.

One chair.

One record-box.

One bench.

One kerosine oil lantern (large size for Cusbah stations and small one for others).

At Cusbah stations, a table, a chair and a record-box are allowed for the use of the Inspector.

Estimates for articles of furniture will be submitted for the sanction of the Assistant Inspector-General.

Stationery, Printed Forms and Blank Books (P.O. No. 529 (e)).

550. General rules.—(a) The Store Inspector will keep ledgers in Forms Nos. 200, 200A and 201, Vol. II, showing all receipts and issues of stationery, printed forms and blank books. Superintendents should satisfy themselves by frequent examination of the ledgers that the stationery account and printed forms and books are carefully and correctly kept.

(b) All entries regarding receipts will be initialled by the Superintendent after comparison with the bale tickets, and in the case of stationery also with the passed indent when it is returned to the district. Should the

Superintendent be absent from head-quarters when the stationery and printed forms and books are received, the Head-quarter Inspector will initial the entry in the ledger.

(c) Stationery, printed forms and books will continue to be in the immediate charge of the Store Inspector, but the Head-quarter Inspector must examine and initial the ledgers monthly. They will be issued by the Store Inspector on indents, duly dated, and countersigned by the Superintendent or Assistant Superintendent. Superintendents and Assistant Superintendents will see that large accumulation and consequent deterioration of new books and forms do not occur at stations.

Note.—Stationery for divisions will be sent once in six months with clothing, and indents are not required from Inspectors for the same.

(d) Each supply of stationery or forms should immediately on receipt be entered in the proper ledger and entries of issues made in the ledger immediately after issue and the balance struck *every quarter*. The Head-quarter Inspector should examine and initial the ledgers once a month.

(e) The Head-quarter and Sub-division offices will keep books in the prescribed forms for the issue of stationery and forms to clerks in the office, showing the names of clerks to whom the articles therein named are issued. Form No. 202 will be used for paper, &c., and Form No. 203 for articles periodically issued, such as ink-stands, rulers, &c., so that it may be checked when the same clerk will be entitled again to those articles.

551. All books issued from the Head-quarter office for the use of station-houses will be carefully numbered on each page, on both foil and counterfoil, and the seal of the Superintendent will be so stamped on the foil and counterfoil that the impression shall be divided between the two.

552. Applications to the Survey department for maps should be sent through the Assistant Inspector-General.

553. Stationery Indents.—(a) Three printed blank forms will be supplied annually to each Deputy Inspector-General and Superintendent by the Superintendent of Stationery through the Chief Office. The indents are to be submitted in duplicate and the third copy retained in the office. The different columns of the indent should be carefully filled up as indicated by the headings, and only the articles hitherto supplied should be indented for according to the sanctioned allotment shown in column 6; columns 13 and 14 should be left blank.

(b) If it be necessary to indent for any of the articles in excess of the sanctioned scale in column 6, such excess should be fully and satisfactorily explained by a memorandum or letter accompanying; otherwise the excess cannot be passed.

(c) In column 1 of the Distribution statement on the last page of the indent headed 'officers' the number and class of different officers for whom the supply of the articles therein is drawn should be entered.

(d) When quadrennial, quinquennial, octennial and decennial supplies are indented for, the date when the articles were last supplied should be noted in the indent. Such articles are to be indented for only when actually required, but never before the minimum period, which they are required to

last, shall have expired. All articles reported to have been lost or damaged must be replaced at the expense of the party through whose carelessness the loss or injury occurred.

(e) The requirements of Police hospitals in the district should also be included in the annual indents. Indents should be sent to Superintendents of Police by the Medical officers in charge.

Note.—All repairs to rubber stamps supplied to public offices must be carried out through the agency of the Superintendent of Stationery. Indents for the purpose should be sent through the Chief Office.

554. Allotment of Stationery.—The following allotment has been sanctioned :—

Officers and stations.	Monthly.			Annually.				
	Cream laid and country paper.	Blotting paper.	Steel nibs.	Black-lead pencils.	Red pencils.	Blue pencils.	Rubber piece.	Penholders.
Inspector-General of Police	4	6	4	3	3	oz. 1	2
Deputy Inspector-General of Police	3	6	4	2	2	1	2
Superintendent of Police	3	6	4	2	2	1	2
Assistant Superintendent of Police. Manager	3	6	4	2	2	1	2
Accountant	2	6	4	2	2	1	2
Clerk	1	6	4	2	2	1	2
Store Inspector	1	6	4	2	2	1	2
Prosecuting Inspector	1	6	4	2	2	1	2
Court head-constable	1	4	2	1	2
Inspector of a large town or division ...	3 quires.	1	6	4	1	2
Inspector of a small town or division ...	2 "	1	5	2	1	2
Town station-house in large towns and Cusshah stations in the country ...	2 "	1	6	2	1	2
Ordinary station ...	1 quire.	1	5	2	1	2
Police hospital	1	3	2	1	2
Recruit class teacher	1	3	2	1	2
Reserve head constable	1	3	2	1	2
Treasury guard	1	3	2	1	2
Hackney Carriage establishment	1	3	2	1	2
Muchi	1	3	2	1	2
Anthropometry Inspector	1	5	4	2	2	1	2
For Station-house officers' and Inspectors' Test, Part II, examinations held in each district annually	10	60	20

Note.—(1) Rubber pieces will be supplied biennially instead of annually.

(2) The supply of goose quills will be restricted for the personal use of the Inspector-General alone.

Other articles (P.O. No. 529 (f)).

555. Superintendents should see that an account in Form No. 204, Vol. II, is maintained in every Store office for the registry of all sundry articles coming into the stores—such as packing cases, rope, boxes,

taraulins, gunnies, &c. Such articles must all be brought to account and either sold periodically by auction with the unserviceable stores or accounted for in other ways, *e.g.*, issued to divisions or returned to the Chief Office.

Disposal of Unserviceable Arms, Accoutrements and other stores.

556. Every month or two there should be a careful examination of all stores, and Superintendents should eliminate and report on all unserviceable articles for orders. Only absolutely unserviceable articles should be condemned; such as are repairable may be repaired in the district, parts of condemned articles being used if necessary.

Note.—Articles sent in for repairs should be entered only in the Repair of Arms Book to be kept by the Store Inspector, Form No. 205, Vol. II. The Store Inspector will acknowledge the receipt of any article which cannot be repaired locally—such article will then be struck off the Inspectors' Distribution List of Arms and entered in the Store Inspector's Book of Receipts and Issues. Such articles should be replaced, whenever possible, by fresh issue from the district stores, the transaction must be traceable at head-quarters and in the divisional records.

When arms are sent for repairs from divisions, they are not to be taken off the quarterly register of arms, ammunition, &c., and the Store Inspector will invariably use the prescribed Repair of Arms Book.

A register will be kept in the Store department of the Head-quarter office for condemned articles, in Form No. 206, Vol. II.

557. Only serviceable and unserviceable arms and ammunition and serviceable ammunition boxes of service pattern will be received by the Ordnance department. Ammunition found on examination to be unserviceable from fair wear will be replaced on the usual requisition. All other unserviceable stores should be sold locally with the previous sanction of the Chief Office, and the sale-proceeds credited to Government. Exploded cartridge cases, snap caps, and other articles obtained from the Arsenal must be returned to it with the usual Delivery and Receipt vouchers, and a requisition forwarded when old articles are required to be replaced.

558. Superintendents of Police will receive empty ammunition cases delivered at their head-quarters by Reservists (Volunteers) in isolated stations and grant a receipt.

Note.—When returning empty ammunition cases to the Arsenal, Superintendents should separate the 'ball' cases from the 'blank.'

559. Old and unserviceable clothing, accoutrements, ammunition boxes, broken dark lanterns, hanging lamps, &c., may, after obtaining the sanction of the Chief Office, be sold in the district, monthly, for the benefit of Government, and accounts of the sale forwarded to the Chief Office with the Recovery list. Clothing should not be sold if fit for wear, and accoutrements should, prior to sale, be so torn to pieces as to be available for use as material only and not as accoutrements. Brass on belts, scabbards, &c., should be returned to the Chief Office once a year, the leather being sold locally.

560. Packing cases received with stationery are, in the case of offices in the Presidency town, to be returned to the Stationery office; in the case of offices in the *mufassal*, they are to be sold at public auction and the proceeds paid into the treasury as a 'Miscellaneous receipt'.

561. Auction sales of unserviceable articles or accoutrements, &c., should be for *cash only*. It might be convenient to hold them immediately after pay day, when the men will be in a position to pay at once for the articles which they may purchase.

Examination of Chief Office Stores.

562. (1) The store accounts of the Chief Office shall be carefully audited and reported on by one of the Deputy Inspectors-General and a Superintendent of a district, or by two Superintendents of Police.

(2) Separate returns showing previous balance, receipts, issues and remains of—

(i) clothing, (ii) arms, (iii) forms, (iv) books, (v) stationery, respectively, for each quarter, are prepared from the Chief Office ledgers and submitted to the Audit committee appointed yearly, with vouchers attached.

(3) Each member of the committee will thereupon check each return carefully, comparing balances on hand at the beginning of the quarter with closing balances of the preceding quarter; each issue and receipt will be checked with corresponding vouchers and all figures in the returns verified; these will then be signed, each member of the committee certifying that the process herein prescribed has been carried out, and returned to the Chief Office.

(4) When returns for the financial year have thus been audited, the committee will assemble at the Chief Office and compare the figures in the returns for the quarter ending 31st March with the entries in the Chief Office ledgers, the actual stores on hand will then be counted over, and the correctness of the returns certified to by the committee.

Examination of Stores in District Offices.

563. A committee of two Inspectors will assemble once a quarter to examine the stores as soon as possible after the close of each quarter, care being taken that no undue delay occurs. The quarterly returns from divisions furnished by Inspectors must be checked by the committee and the totals compared with the district returns. Certificates are required from these committees as hereinafter laid down.

Superintendents should be particular in choosing their best Inspectors for the committee, and every Superintendent should, when forwarding the committees' certificates, certify that he has personally satisfied himself that the store committee did its work thoroughly and that the state of things certified to by the committee is, to the best of his belief, correct.

Store committees should be warned that they will be held personally responsible if found to have certified to the accounts being correct when they are not so.

It must be noted that the work of the store committee is not only to check the stores in hand with the Store Inspector with the books kept by him, but to thoroughly examine into the stores of every kind in the district and check very carefully the quarterly returns from the divisions with the books at head-quarters.

Note.—It is convenient that no transaction in the stores should take place from the 20th of the last month of the quarter to the 10th of the first month of the next quarter and Superintendents should see that this is so. No constables should be transferred or changed during this period and no articles should be indented for or returned to the stores during these 20 days. This will enable the committee to work clear of all interruptions.

564. The store committee after checking all issues and receipts during the previous quarter and examining the quarterly lists of arms, accoutrements, &c., existing in the divisions, will sign a certificate in the following form :—

“ We hereby certify that we have carefully examined (enter whatever class of stores has been examined) for the quarter ending_____and find them to be correctly kept (or otherwise, in which case a short statement of the inaccuracy should be given). All issues are supported by indents issued during the quarter countersigned by the Superintendent or Assistant Superintendent (as the case may be) and the remains as shown in the ledger correspond with the stock found by us in stores (or with the following exception).”

As regards property in divisions, the certificate will be—

“ We hereby certify that we have examined carefully the Inspector's returns of division_____and find that they have been correctly kept, and that the property of various kinds said to be with the Inspector and in the stations under his charge is correct according to the receipts and issues of the previous quarter which we have carefully checked.”

The above certificates will be forwarded to the Chief Office with the quarterly lists referred to in P. O. No. 566.

565. An annual stock-taking of the stationery must be made on the 1st September in each year, and the result recorded in the statement of stock-taking (printed form will be supplied for the purpose) which will accompany stationery indents.

566. Quarterly List.—Lists of receipts, expenditure and remains of stores (Form No. 207) will be forwarded quarterly by Superintendents to the Chief Office. In these lists will be entered only the articles received and expended during the quarter. The articles in which no transaction has taken place will not be shown. The following points will be attended to in connection with these returns :—

(1) *Receipt vouchers* will be the lists received from the Arsenal or the Chief Office; and in the case of articles made up or purchased in the district, a memorandum signed by the Superintendent must be furnished. *Expenditure vouchers* will be the receipts of the Ordnance officer for articles returned into the Arsenal; for articles returned to the Inspector-General's office, the receipt of the Assistant Inspector-General; and in the case of articles expended, &c., a memorandum from the Superintendent of the district. Accounts of sale of articles sold by auction are to accompany the recovery list of the month.

(2) Vouchers attached to the list are to be numbered from 1 upwards, beginning with Receipt and ending with Expenditure vouchers.

(3) When there may have been no transaction during the quarter, a slip ‘ No transactions ’, Form No. 208, Vol. II, will be forwarded in the place of the list.

(4) No articles are to be written off the list as unserviceable, deficient, &c., without the previous sanction of the Chief Office. Articles carelessly lost or wantonly damaged, for which recoveries are made, must not be written off the lists until the amount of the stoppages has been remitted into the treasury.

(5) When articles lost, &c., for which lists of recoveries were furnished in the middle of the quarter are written off, the dates of the recovery lists should be noted in the issue vouchers.

(6) Articles obtained in the district will be shown in the list for the same quarter in which they may be charged in the contingent bill.

(7) The lists are due on the 1st of January, April, July and October, and should be punctually despatched.

(8) Copies of quarterly lists should be kept to prevent confusion in the accounts.

567. Annual Returns.—(a) A printed copy of Form No. 209, Vol. II, of annual return of stores other than clothing, printed forms and stationery will be supplied at the beginning of each year to Superintendents of Police, who will cause the same to be carefully filled up and transmitted to the Chief Office early in the month of April. Column 2 will show the actual remains on the 31st March, or end of the official year.

Note.—Two blank forms of this return will be supplied in order that one may be kept as an office copy—and in this the stores referred to in the above order remaining at the end of each quarter should be written up. This will greatly facilitate the preparation of the next annual returns.

(b) The stores referred to in paragraph (a) will be examined by a committee of two Inspectors as soon as possible after the close of the official year, and the certificate on the back of the return will be signed by the committee.

Note.—The annual committee of two Inspectors referred to above is the same committee as examines the stores for the last quarter of the previous year under P.O. No. 568.

(c) Every Superintendent will keep in his office in ledger (Form No. 210, Vol. II) a statement showing all the property in the district arranged in alphabetical order as shown in the annual return of arms, ammunition, accoutrements and stores submitted to the Chief Office. This ledger will be called the Distribution list of arms, ammunition, accoutrements and stores in the district. It is to be kept in a book made of cream wove 14 lb. paper in the form laid down and each page is to contain columns for 2 or 3 articles, each article having 4 columns allotted to it for the four quarters of the year. The first page will contain an overlapping leaf showing the divisions; the Head-quarter office, the Sub-division office, Reserve and Stores are to form four separate divisions for store purposes and the Police hospital is to be included in the Head-quarter office. This list will show every article in the whole district.

Inspectors' Statements and Returns.

568. Inspectors will keep in Form No. 211, Vol. II, a list of all properties with them and at each station. Such lists are called the *register of arms, ammunition, accoutrements, &c., at each station*. Inspectors will keep this list in book form and in their own hand. Books will be issued from the Chief Office, and from these lists will be compiled the quarterly returns which will be prepared on loose sheets which will also be supplied from the Chief Office.

It must be noted that the number and date of every indent or memorandum of receipt or issue of arms, &c., must be entered at once in these books; the entries should not be made only once a quarter. The quarterly return will simply be a copy of the register of arms, ammunition, &c., with all the numbers of indents, &c., entered at back, the totals for the whole division only being without details of stations.

569. If stores are taken from one division to another, a receipt should be obtained and forwarded to head-quarters, where one division will be

credited and the other debited with the articles transferred. If this is neglected, the stores will continue to stand against the Inspector of the old division, and he will be held responsible for them.

Note.—The rule will apply to the truncheons, belts and clothing of *casualties*—not of men transferred from one division to another, who always retain such articles in their possession.

570. (a) Inspectors when taking charge of divisions should, as soon as possible, visit each station in the division, and see if the property entered in the registers of the Inspector is correct, and send in the required certificate, after examining all his stations which he should do within 30 days of taking charge.

(b) In the Cusbah station under the Inspector's lock-and-key he will keep spare books, forms and stationery and issue them to stations as required, keeping an issue and receipt account exactly as he does for ammunition for each station. A specimen form appears as No. 212 in Vol. II.

Station-house Store Records.

571. A list will be kept in each station showing the quantity of arms, furniture and other property. This list will be altered from time to time as property is received into or sent away from the station, and the Inspector will check and sign the list whenever any change has been made in it. But it is to be noted that articles which are liable to frequent change in quantity are not to be entered in this list, but only those which are, as a rule, fixed in quantity.

This list will be hung up in each station and the articles herein will, of course, appear in the Inspector's register against each station, but that register will contain other articles in the station besides the articles in this list which will only contain fixtures in the station, the number of which should never vary from one year's end to the other. No station should ever be allowed to have more or less articles than those given in this list.

Articles will not be removed from this list when only removed temporarily from the station for repair or otherwise. It will only be when articles are permanently added or taken away that they will be added to or taken out of the station list.

In several stations there are articles added to the station by men themselves—racks or boxes. These should not be entered in the list, not being Government property. Constables should not be encouraged to add articles to the usual equipment of a station.

572. (a) An account will be kept of receipts and expenditure of ammunition by Inspectors in their own hand. The reserve of ten rounds per carbine to be kept under P. O. No. 547, being a fixed quantity, will not appear in the account. The account will be kept in Form No. 188, Vol. II. It must be written up from day to day whenever there are receipts or issues, and must be balanced when the Inspector's quarterly return is closed, when the balance in the book will, of course, correspond with that of the practice ammunition in the return.

The key of the ammunition box will be kept by the Inspector. When he is absent from Cusbah the key may be left with the station-house officer for use only in emergencies. On return to Cusbah, he will resume custody of the key and check the ammunition.

(b) No Police station will keep any but the reserve ammunition of ten rounds per carbine which will appear in the list mentioned in P. O. No. 571. Every Inspector, when going to a station to hold ball practice, will take the necessary five cartridges per man, and, taking out five rounds per carbine in the station from the reserve ammunition, replenish the pouches by five rounds from his store, and use for shooting the five rounds taken from the pouches, so that the cartridges in the pouches may not become useless from age.

Note.—Blank cartridges should be kept under lock-and-key by Inspectors at their Cusbah stations. If required for the purpose of instructing men in aiming and position drill, &c., they should be taken out by Inspectors when they visit stations in order to hold ball practice.

(c) No spare blank books are to be kept at stations but only the books actually in use and just the number of blank forms for searches, &c., as are likely to be used each quarter.

Carriage of Stores by Sea and Rail.

573. (a) Superintendents will obtain from the proper authorities at the port of shipment a bill of lading for the stores shipped, and forward the bill to the consignee.

Note.—Claims for short delivery of, or damage done to, goods and all other claims whatsoever, should be made through the consignee at the port of discharge, copies of correspondence being forwarded to the Presidency Port officer, Madras, through the Chief Office. No claims for damages will be admitted unless notified in writing before the goods are removed, and none for short delivery entertained unless made within one month after the delivery of any portion of the goods entered in the bill of lading.

(b) Credit notes, Form No. 213, Vol. II, should invariably be used when stores are despatched by rail.

Care of Arms and Accoutrements.

574. Carbines.—The carbines in use with the Police force are liable to become injured by corrosion from rust between the stock and the barrel. Weakness of springs and other defects have also to be looked to. It is, therefore, necessary that all the carbines in use in a district should be thoroughly examined and cleaned by the armourer at head-quarters once in three years. The carbine should be brought in by batches from divisions until all have been examined and put in order. All rifles and carbines should be re-browned at the Arsenal once in four or five years.

Note.—All swivels on stocks of carbines except trigger guard swivels should be removed, the holes caused by the removal of swivel screws in stocks being plugged with wood.

575. The following instructions are issued as regards the cleaning of leather accoutrements :—

White heel-ball which can be obtained on indent on the Chief Office may be used for cleaning belts and pouches and all other brown leather accoutrements. But Superintendents are recommended to use 'Bronko' in all districts. A one-anna tin is said to last a constable $4\frac{1}{2}$ months.

Rule 1. Belt and pouches are to be thoroughly washed and all dirt and grease removed.

2. They must then be thoroughly dried in the sun, but on no account placed near any fire.

3. When dried, bronko should be rubbed all over the leather, especially over the stitches, and placed in the sun for five or ten minutes to allow it to soak into the leather.
4. Another application of bronko should be made and it should be well rubbed in with a piece of old, dry clean cloth.
5. A very small quantity of bronko as much as will cover a two-anna piece rubbed in twice a month will keep the polish good. The leather should be well rubbed with a piece of dry cloth daily.
6. Belts get dirty and black in front from the men putting them on with oily fingers after cleaning arms, &c.

576. Men are strictly forbidden to enlarge the slit in the frogs of belts; they are so made as to obviate the necessity of any further alteration by cutting. Store Inspectors will test every frog before issue by inserting the stud of a bayonet into the slit; should it not be found to fit properly it should be returned to the Chief Office.

• **577.** *Armament of the Force.*—The scale is as follows :—

1. All constables of the Reserve in the districts of Ganjám, Vizagapatam, Jeypore, Gódvári, Malabar and South Canara are armed with M. H. Rifles.

2. All Station Police (head constables and constables) in the Hill tracts in the Northern Range are armed with breech-loading muskets .476" bore.

3. All other Reserves and Station Police are armed with breech-loading muskets .476" bore in accordance with the requirements of each district and locality. The distribution is shown in the list appended to G.O., No. 701, Judicial, dated 13th May 1897.

577-A. The following is the scale of tools that will be supplied to armourers in the districts :—

1 pair of bellows.	1 iron wood-cutter saw.
1 hand vice.	1 set of punches.
1 bench vice.	2 chisels.
1 screw plate.	1 sledge hammer.
2 turn screws.	1 small hammer.
1 big anvil.	1 brest.
1 small anvil.	1 set of bits for hammer.
1 set of 12 files.	2 pairs of tongs.
1 wood-cutter saw.	1 pair of pincers.

Chapter XX.—Correspondence and Records.

Section I.—Correspondence.

General Rules.

578. Letters will be replied to by letters. They will usually be written on not less than half a sheet of foolscap, leaving quarter margin on the inside of the page; but brief letters or memoranda may be of the docket form on a quarter sheet of foolscap. Memoranda on half sheet, reference on the one side and reply on the other, will generally be found useful, no copy being taken by the person by whom the reference is made, as the original will be returned to him.

Note.—(1) Officers should bear in mind that it is a grave error to write a single unnecessary official letter. Formal notices and routine business should be reduced, as far as possible, to printed forms with counterfoil.

(2) Under the system of records introduced into the superior offices, it is found that, without uniformity of size, the papers cannot be preserved from damage. Government have directed that all papers used for official and demi-official correspondence shall have width as follows :—

Ordinary width, $8\frac{1}{2}$ inches ;
Less than ordinary width, $4\frac{1}{2}$ inches ;
More than ordinary width, any multiple of $4\frac{1}{2}$ inches.

578-A. All communications from Police officers in this Presidency to Police officers in other provinces should, as far as practicable, be written in English when not written in the language of the district to which they are sent.

578-B. Applications for the delivery of copies of documents through the post at the expense of the applicants should be complied with.

579. All official communications and returns will be docketed and abstracted on the back, whether they be addressed to superior or co-ordinate officers, and, if on different subjects, be secured with separate binders.

Note.—Reports to the Assistant with the Government should be docketed like all other reports.

580. (a) The undermentioned forms of address selected as equivalents to 'Mr.' and 'Esquire' will be used in all official correspondence in the case of those native functionaries, who, by virtue of their office under Government, would be addressed as 'Mr.' or 'Esquire' if they happened to be Europeans or East Indians, viz. :—

First.—The incumbents of all appointments made and gazetted by Government and of appointments the monthly salary of which is not under Rs. 200, will, if Muhammadans, bear after their proper names the affix of 'Sahib Bahadur'; all others the affix of 'Garu' or 'Avargal' with the letters 'M.R.R.' prefixed.

Second.—The incumbents of appointments not made and gazetted by Government the monthly salary of which is Rs. 50, but under Rs. 200, will, if Muhammadans, bear the affix of 'Sahib;' all others the prefix of 'M.R.R.'

N.B.—Native gentlemen holding the office of a Justice of the Peace, or of a Judge, so styled, are entitled to be addressed as "Esquire" agreeably to the English usage.

(b) The forms of address in vernacular correspondence from Subordinate Magistrates to Superintendents and Assistant Superintendents will be by *Arzi*, and by *Yadast* from those Police officers to the Subordinate Magistrates. Station-house officers, when addressing Inspectors of the Salt and Abkari department will do so by *Arzi*, and the officers of the Salt and Abkari department will adopt the forms of address given below :—

	In what form officers named in col. 1 should address.			
	Deputy Inspectors-General.	Superintendents.	Station-house officers.	Inspectors.
1	2	3	4	5
Deputy Commissioners ...	Letter ...	} Letter ...	Takid ...	Not at all.
Assistant Commissioners ...	Not at all ...			
Inspectors	Do. .	Letter ...	Yadast No. III, Board's Standing Orders. }	Do.
Sub-Inspectors	Do. {	Arzi if in vernacular; official memorandum if in English.	Yadast No. I, Board's Standing Orders. }	Do.
Petty officers	Do. ...	Not at all ...	Do. ...	Do.

Note.—In matters of routine or of trifling importance dockets may be substituted for letters.

581. Each separate subject will be embodied in a separate letter, *e.g.*, questions connected with the strength of establishment should not be mixed up with matters relating to crime, or the construction of works. All matters requiring the sanction of the Inspector-General must be submitted by a special letter. The 'Weekly Report' will not suffice as a channel for such correspondence.

582. Officers will be careful to see that all papers are properly punctuated and examined, and that the initials of the examining clerks are attached, before despatch, and that the docket conveys a correct summary of the contents; and every official document will be authenticated by the signature of the proper officer being attached in a clear and legible manner. The use of *facsimile* signature stamps in lieu of sign-manual is forbidden. Letters or documents of any sort so stamped will be returned as unsigned. The name of the writer of every official letter, as well as his official designation, shall be set out at the head of the letter clearly and in full.

When it is necessary to add a date to initials or signature, the year as well as the date and the month should be shown. This rule will apply to all grades of officials and also to cases in which the date without initials is given, such as dates of receipt, despatch, circulation, return from circulation, &c.

583. Officers will also be careful (especially when the communication is written in the vernacular) that the tone and the style are proper, and that no remark is made which is not properly within their province. If officers see reason to question any act of a Magistrate, the proper course is to bring the matter to the notice of the subordinate's official superior.

584. No communication to the Magistracy on the subject of cases or judicial matters will be sent from the Superintendent's or Assistant Superintendent's office except under their own signatures. Of course this does not apply with equal strictness to mere ministerial matters of account, routine, &c.

585. Care will also be taken to have the paragraphs of all the letters and of their enclosures numbered before despatch; when long reports are submitted, brief marginal notes of the different subjects will be given.

586. Extracts of correspondence may, when necessary, be inserted in a letter in preference to attaching copies. When a large number of enclosures is sent with a letter, a list will accompany, giving the number and date of each. When the enclosures of a letter received in any office do not agree with the list, advice of the missing documents will be communicated to the despatching office by return of post. If this instruction is neglected, responsibility will rest with the receiving office.

587. Covering letters and enclosures will generally be looped together by a thread of sufficient length to allow of all the papers being fully opened; the enclosures will be arranged in order of date, and all folded in the same way.

588. When confidential papers are sent out of an office, they should be put into double covers, the inner one being marked 'Confidential' and sealed and superscribed with only the name of the addressee, and the outer one bearing the usual official address.

Confidential papers shall, so far as is possible, be kept in the personal charge of an officer, and they should be carried carefully in his personal charge, when taken with him on tour.

589. When a letter or other document, either in original or transcript, is passed on by the recipient to a third party, no explanation being required, a covering letter is not necessary, a simple endorsement on the original intimating the dates of receipt and transmission being sufficient. When the necessary opinion or explanation can be given in a few words, it may be incorporated in the endorsement.

590. In cases where delay must unavoidably occur in furnishing information required by the Inspector-General or other authority, a report to that effect will at once be forwarded.

591. Letters should be kept separate from bills and vouchers, unless they refer specially to charges contained therein. Vouchers should be attached to bills and secured so as to prevent them from being lost or mixed up with other papers. Vouchers in the vernacular should have an abstract translation on the back or attached to them.

592. Officers addressing the Inspector-General will state clearly and in full in their letters the subject of the matter under reference, and all facts requisite to be known or arguments proper to be weighed for its due consideration. Their communications will be required to be complete in themselves, and will contain every point necessary to the perfect understanding of the case. The correspondence referred to in such letters will be submitted in *original* for reference; and it will be returned, if desired, when no longer required.

Note.—When a petition or any other paper is referred by the Inspector-General or the Deputy Inspector-General to District officers for report, the latter should submit by letter a clear and concise reply, and should not, to save themselves trouble, forward the Inspector's report for perusal.

593. Officers should address all official letters for the Inspector-General and the Assistant Inspector-General to the Chief Office of the Inspector-General of Police, San Thomé, Madras.

Communications which must pass through the office of the Inspector-General of Police should in no case bear his individual rank and name. If so addressed, they are forwarded to him, when on circuit, unopened by the Assistant Inspector-General. Attention to this distinction occasionally saves delay and ensures correct registration of all official correspondence.

594. (a) The channel of correspondence to be observed by Superintendents is as follows :—

A.—Weekly Reports through District Magistrates, Administration Reports and letters on general subjects connected with Police working to the Inspector-General through the Deputy Inspector-General of the range.

B.—Pay and Contingent Bills, Monthly Returns, Accounts Current, Indents, Store Reports, Criminal Statistical Returns, Hutting and Building Estimates, Estimates for the supply of furniture, and other documents or communications relating to Accounts, Clothing and Stores, to the Assistant Inspector-General direct.

C.—Applications for leave of gazetted officers and of Inspectors and European head constables, to the Assistant Inspector-General through the Deputy Inspector-General of the range.

D.—Schemes for the expenditure of Hutting and Building grants through the Deputy Inspector-General to the Assistant Inspector-General, and letters proposing any modification in existing orders on the subjects of Accounts, Supply of Clothing, Buildings and Stores, to the Assistant Inspector-General direct.

E.—In cases of real emergency, original letters, etc., may be sent direct and duplicates through the usual channel.

Officers should note that all letters regarding any proposed increase in the force, forming of new Police stations, or proposals for any change in the interior economy of the district should be sent through the District Magistrate concerned. Officers will themselves generally be able to judge what letters should go through the District Magistrate.

Subject to the above provisions, no officer will correspond direct with an authority superior to the officer under whom he is immediately serving, or with the Government, out of the regular course, and no petition or appeal shall be sent except through the petitioner's immediate superior.

(b) Demi-official letters from Superintendents and Assistant Superintendents of a purely personal nature, *i.e.*, questions relating to promotion, pay, transfer and the like, also applications for casual leave, should be addressed to the Assistant Inspector-General. Such correspondence will, if necessary, be placed before the Inspector-General and his orders duly communicated to the officers concerned.

It must be understood that these instructions in no way affect the prompt despatch of information to the Inspector-General direct for the purpose of acquainting him with the progress, from time to time, of events of importance, when such a course seems desirable or called for.

594-A. No correspondence except on purely routine and unimportant matters which involve no decided expression of opinion should pass between officers of the Police department and the officials of Native States or the Political officers attached to Native States. Whenever any matter reaches a

controversial stage or is likely to do so, and in all matters of importance, the correspondence should pass through the Inspector-General.

In order, however, to obviate delay in correspondence upon routine matters with the Mysore Police, the following instructions are laid down :—

(1) Station-house officers may correspond direct with station-house officers in Mysore territory upon matters of routine, such as movements of criminals, circulation of descriptive rolls, lists of property lost or recovered, enquiries as to antecedents and convictions of persons, etc. The communication should be in English or Canarese. If this is impossible, the station-house officer must correspond through the Division Inspector, who will translate the communication into English.

(2) Movements of gangs and known depredators will be communicated by the forms used for those purposes (Forms Nos. 63 and 60-A, Vol. II. Other communications will be by the memo. form (Form No. 226, Vol. II).

(3) Inspectors may correspond with Inspectors in Mysore territory under similar conditions. They will use the memo. form (Form No. 226).

(4) All communications must be stamped.

(5) It must be clearly understood that all correspondence at all controversial in character must be sent through the District Superintendent of Police.

595. Unpaid letters superscribed as on Public Service, but not signed by a person authorized to frank, must be accepted, the postage paid for them being charged in the contingent bill.

596. (a) All covers addressed to the Superintendent or Assistant Superintendent, whether by name or not, must be opened by those officers themselves, when at head-quarters.

(b) During the absence of the Superintendent from head-quarters, covers not addressed by name should be opened by the Head-quarter Inspector in the Head-quarter office and not at his private residence, except on authorized holidays. Express reports, which require immediate attention, may be opened at any place where they are received.

The same course should be followed in the case of telegrams. Those not addressed by name should be opened by the Head-quarter Inspector, who will be held responsible that emergent calls for escort, etc., are immediately complied with. If a telegram is addressed to an officer by name, it should be sent out to him, if in camp, unopened.

(c) In Sub-division offices, office head constables should observe the procedure above laid down for Head-quarter Inspectors.

597. In every Superintendent's and Assistant Superintendent's office there should be a table placarded showing the hours of despatch of mails from each post office in the district, as well as the hours of arrival at head-quarters.

598. (a) Deputy Inspectors-General and Superintendents must not issue any new orders or orders varying from the rules prescribed. It is this constant issuing of general orders that prevents uniformity being maintained throughout the Presidency. If officers consider any modification of existing orders advisable or the introduction of some new order necessary, they should address the Inspector-General so that any such modification or addition, if approved of, may be introduced for the benefit of the force generally.

(b) A copy of every circular or order which a District or Assistant Superintendent issues laying down instructions in the way of explaining

existing orders, which they are empowered to do without the previous sanction of the Inspector-General, should be forwarded to the Inspector-General of Police for information through the Deputy Inspector-General of the range. Similarly a copy of each order issued by the Deputy Inspector-General will be forwarded to the Inspector-General.

599. Original petitions are not to be returned to the parties forwarding them, but a copy of the order passed should be sent to the petitioner. This order does not apply to ordinary departmental routine petitions, such as those for leave, exchange, etc.; but appeals and petitions on matters likely to go before higher authorities must be carefully kept.

Notices to the District Gazette.

600. (a) Officers will have the goodness to sign notices published in the District Gazette themselves, and not allow the Head-quarter Inspector to do so 'By Order'.

(b) Memoranda of the Inspector-General, when sanctioned for reprint, will be published as such.

(c) Nothing reflecting on individuals of the force, nor causes of departmental dismissals, may be published.

Service Postage.

601. Economy should be exercised, as far as possible, in the expenditure of service labels. It should be laid down, as a rule, that advices of blank returns should be sent on post cards. It is a common practice to use printed columnar statements for blank returns and to write the word *nil* across the form, which has then to be sent by letter. This is clearly wasteful. The printed stock forms should be reserved for use when the periodical return is one with at least 4 entries. Returns with less than four entries can generally be compressed within the compass of a post card.

601-A. Short and unimportant communications should be written on blank cards of the prescribed size, instead of on service post cards; if the despatching clerk has other communications to send to the addressee on the same day, he should enclose the unstamped card in the cover containing such communications, provided no additional postage is thereby incurred; otherwise, he should stamp the card with a quarter-anna label and post it separately.

Superintendents should forward indents to the Chief Office for the required number of cards.

602. Correspondence issuing to one and the same address should be limited, as far as practicable, to one cover per diem. Each Inspector should in like manner transmit to head-quarters with his diary such station-house reports as he may have examined, making up a cover not exceeding 10 tolas in weight to go for 1 anna.

603. Bulky papers not requiring immediate attention should be sent by 'Book Post' or by beat. Reports of crime, &c., by station-house officers to head-quarters and to Magistrates will be sent 'Service Bearing.' But summonses served will be returned by post paid—*vide* P.O. No. 69. Inspectors will stamp their correspondence with Magistrates.

Note.—Superintendents will keep Inspectors supplied with service labels.

604. Letters and parcels sent by Government officers in their official capacity, which relate nevertheless to the private interests and concerns of the individuals addressed, may be endorsed according to the specimen form given in the margin, under the full signature and official designation of the person by whom they are sent. Letters and parcels so

To	<i>Service Bearing.</i>
A. B.,	Calcutta.
C. D.,	
Accountant-General.	

addressed are regarded by the Post office as private covers, but are charged, on delivery, with bearing postage at 'forward' (*i.e.*, prepaid) rates and not at double rates as in the case of ordinary letters. Under this head come replies sent to communications of the following kind, viz., petitions, applications for appointments, requests for transfer, inquiries about title to leave, &c., as well as any other communications of a like kind which Government officers may make to individuals (whether private persons or Government officers) relating to the private interests of the addressees.

Service Telegrams.

605. All correspondence, unless of a very urgent nature, should be conducted in writing, and in cases of undoubted emergency only should telegraph messages be sent—framed in brief but precise terms. The word 'State' must be clearly written on every service telegraphic message; otherwise it will be treated as 'Private'; and all charges for telegrams must be supported by receipts from the Telegraph department showing that they have been classified as State telegrams. The prescribed abbreviated addresses—which will be found in the 'Telegraph Guide'—will invariably be used in State telegrams. Officers will be held liable to pay the cost of telegrams found to have been unnecessarily sent.

606. State messages may be classed as 'urgent,' 'ordinary' or 'deferred' at the discretion of the sender. Without laying down any precise rules for the classification of telegrams, the following general principles are prescribed for the guidance of officers:—

(1) When it is not necessary that a reply (by post or wire) should be despatched within office hours of the same day, the message should be sent 'deferred.'

(2) When it is considered essential that a reply should be sent the same day, the message should be sent 'ordinary.'

(3) 'Urgent' messages should be used only in cases of real emergency, and in cases where the despatching officer knows that the line is for any reason blocked, and considers his message sufficiently important to take precedence of ordinary traffic.

Note.—All State telegraph messages are sent as 'deferred,' unless specially marked as 'urgent' or 'ordinary.'

607. Telegrams regarding leave and arrangements for journeys when travelling allowance is drawn, or on other private business, should be paid for from the private funds of the person concerned, and not charged to the State.

Note.—Officers desiring answers by telegraph to their leave applications should pay the charge for the reply message.

Section II.—Records.

Current, Reference and Disposal System of Records.

608. Records will be kept according to the current, reference and disposal system in the offices of the Inspector-General, Deputy Inspectors-General and Superintendents.

1. *Currents* are all papers which, when received in the office, or arising in the office, are entered in one of the Current registers.

Note.—It will be observed that papers *arising in the office*, e.g., rolls or recommendations for appointments, promotions, transfers, &c., applications for construction or repair of buildings and such like, for all of which replies are expected, are to be entered in the *Current* register. The number to be given to papers arising in the office is the number which each paper will bear on entry in the Current register as if it were a paper received from outside.

2. *Office papers* include all papers such as notes for orders, drafts, &c., which are prepared in the office subsequent to the Current, and with the Current make up a 'File'. A previous paper put up for reference is not an office paper.

3. *File* is a bundle of papers such as mentioned in the last two paragraphs fastened together in the left-hand top corner. The general principle is that the papers are arranged chronologically, that is to say, in the exact order of arising, so that the whole file reads like a book.

4. A *reference* is an intermediate remark or reference addressed to another office pending final disposal of a Current. Example—A question is referred to the Superintendent by the Inspector-General. Before the Superintendent can reply to it, he finds it necessary to refer to the Assistant Superintendent, or Inspector of Police or officers in other departments. The communication then made is called a reference. This will not go into the Disposal list (Rule 17 *infra*), nor disposal numbered. The number to be applied to the reference is the same as that of the Current on which it is made, thus, Reference No. $\frac{67}{\text{General (name of the Current register)}}$. Dated

A matter is submitted to the Superintendent for decision by an Inspector or an officer of another department. Before the Superintendent can dispose of it he finds it necessary to refer to the Inspector-General. He will do this by a *reference* on the Current, the letter from the Inspector or other officer having been entered in the Current register.

5. To '*dispose*' a file or paper is to put such final order on it as closes it and renders it ready to receive a disposal number and to be put away in the record.

6. *Recorded* is one of the forms of disposal. It means keep in the office and do not communicate. A recorded paper requires to be carried forward to the Disposal list and there numbered, and requires also, if necessary, to be indexed.

7. *Lodged*, or *filed* as sometimes used, is one of the forms of disposal. The book entries stop at the *Current* register. Lodged or filed papers are not carried forward to the Disposal list, nor disposal numbered, nor indexed. It means keep in the office and do not communicate and the paper is liable to be destroyed periodically.

8. The following Current registers will be maintained in the offices of the Superintendents and Assistant Superintendents :—

- (1) General Current Register, and
- (2) Petition Current Register.

Superintendents will also maintain—

- (1) Current Register of Leave Rolls, and
- (2) Current Register of Punishment Rolls.

9. Papers received from outside and arising in the office will be entered in their appropriate Current register (Form No. 214, Vol. II) and numbered consecutively for each calendar year. The word 'Current' should be prefixed to the number and the name of the register should be entered as denominator—thus Current No. $\frac{74}{\text{General}}$ of 1896. This entry should be in the left-hand top corner of the first page and also on the outside docket page. Rubber stamps for numbering will be supplied. The word 'General' will be abbreviated into '*Genl.*', Petition into '*Pet.*', and for complaints against Police officers the letters *C.P.* will be used, in entering the name of the Current register underneath the number.

10. When a reference is made on a Current a note will be made in column 6 of the Current register.

11. A reply to a reference will be entered as a fresh Current and numbered. The number of the Current will be noted in column 7 against the original entry.

12. A reminder received on a Current will be entered as a fresh Current.

Note.—In Superintendents' offices, if it is found more convenient, replies to references and reminders need not be entered as new Currents, but merely entered in column 6 against the original Current with the date of despatch or receipt as the case may be.

13. A reminder sent out will be noted in column 6 against the original entry.

14. Currents—one or more—and office papers (*i.e.*, notes, drafts, &c.) thereon arising must be filed chronologically together. When a reply comes to a reference that reply must also be filed up. This process of filing continues till disposal. Difference of language is not recognized in filing, so that if a Current is in the English language and the reference or disposal in a vernacular language, or *vice versa* they must nevertheless be filed together and put away in the record together. Records which have to be returned elsewhere are not to be filed up but are to be kept separate.

15. Previous papers are never to be filed with Currents; nor are they to be filed together nor placed either one inside the other or inside the Current. When previous papers are put up for reference by the disposing officer they should be arranged with the one of the earliest date at the bottom and the one of the latest date at the top.

16. *Disposal list and disposal numbering.*—One Disposal list only will be kept for the whole office in Form No. 215, Vol. II. The list takes up all numbered disposals from the three Current registers or other periodical registers. Only papers which have been finally replied to or 'recorded' are 'numbered disposals.' References are not 'numbered disposals' nor papers ordered to be 'lodged' or 'filed', and they do not pass into the Disposal list. In the case of disposals endorsed in original on the Current, office

copies need not be kept, nor need any entry be made in the Disposal list, nor need a disposal number be applied. The last column of the Current register will have entered in it an exact copy of the disposal. Similarly, references endorsed in original on the Current need be entered only in the Current register—column 6. If there is not sufficient space to copy the reference a separate slip should be kept by the clerk in charge of the paper.

16 (a). Disposals on leave and punishment rolls will be briefly noted in the last column of the Current register and need not appear in the Disposal list. The leave and punishment rolls will be filed separately in order of the current numbers.

Punishment orders passed on other papers than rolls will also be entered in the Current register and filed with the connected papers in order of the current numbers. Orders on appeal will also be noted briefly in the last column of the Current register and filed with the original current papers.

Note.—The Disposal list should also be maintained in the office of the Assistant Superintendent.

17. Disposals will be marked by a square at the top of the office draft or on separate docket slips, and inside the square the number and date will be entered. Rubber stamps for marking the square will be supplied. Government orders or copies thereof communicated to Superintendents, disposals which cover two or more Currents and all important papers will, for record in the office, be put into *separate* disposal docket slips printed on cartridge paper which will be supplied from the Chief Office.

Back and forward references should be quoted on the disposal paper and also the numbers of Currents where more than one Current is disposed of under one disposal number.

18. *Despatch.*—In despatching a letter put first the enclosures (if any) bearing date prior to the letter, then the letter itself, then the appended statements (if any) prepared at the same time as the letter, lastly the covering docket sheet, if any. Enclosures which are of such a nature (*e.g.*, sketches and plans) that they will not readily lie in book form should be kept separate. Enclosures of prior date and appended statements should be all equally numbered ‘Enclosures Nos. 1, 2, &c., of letter No. ———’.

English issues will be *once* folded and the larger size of cover used. Vernacular issues will, unless bulky, be *twice* folded and the smaller size of cover used. After a letter is despatched the ‘Despatched’ date stamp must be applied on the office copy.

19. *Indexing.*—The bundle of disposals ready for the record-keeper will be made up each day and laid on the Head-quarter Inspector’s table in District offices. He will then mark the papers to be indexed and cause such papers to be indexed in Form No. 216, Vol. II, by an intelligent clerk. Index books should last for five years. Papers likely to be wanted often for reference, papers required for compilation of any general report or return, papers of general or permanent interest and other important papers should be indexed.

20. The record-keeper will initial each item in the Disposal list and take charge of the papers. He must observe that a paper which he receives into the record is either a paper numbered on the Disposal list or a paper lodged or filed under the initials of the Superintendent or Assistant Superintendent. Lodged or filed papers will be square-marked (without number) like the

disposal numbers, so that the record-keeper can easily see that a paper that he puts away in the record has been disposed of.

Papers will be arranged in the record-room in the order of their disposal numbers, the highest number at the top.

Lodged or filed papers will be kept separately according to the date of receipt or initiation.

No papers will be given out by the record-keeper without a signed and dated receipt from the person requiring them.

21. *Checking of arrears.*—Papers against which there is no entry in the column of disposal (last column) in the Current registers are papers which have not yet been disposed of and a reference to the registers at fixed intervals will easily guide Superintendents and Head-quarter Inspectors in checking arrears.

22. *Size, folding, &c., of papers.*—Communications issued and drafts, &c., for record should be on half sheets (not whole sheets) 13 inches in length by $8\frac{1}{2}$ inches in width, foolscap size, or 13 inches in length by $4\frac{1}{4}$ inches in width (a sheet of foolscap cut *upright* centrally) or $6\frac{1}{2}$ inches in length by $8\frac{1}{2}$ inches in width (a sheet of foolscap cut *across* centrally) according to requirements. Memo. books will be printed $6\frac{1}{2}$ inches in length by $8\frac{1}{2}$ inches in width. Tabular statements which cannot be reduced to half sheet size may be on whole sheets or larger sizes, but the length must be 13 inches and the width some multiple of $4\frac{1}{4}$ inches.

Folding of papers.—All papers will be once folded upright. They should be folded centrally with care. Only vernacular communications sent out will be twice folded.

Weekly Reports should be written on the outside half margin. The reports and enclosures should be folded according to the instructions hereinbefore given. Covers of suitable sizes should be obtained. Large size covers will be $14\frac{1}{2}$ inches long and $5\frac{1}{2}$ inches wide, small size $9\frac{1}{2}$ inches long and 4 inches wide.

23. *Economy of stationery.*—Waste of stationery is to be specially avoided. Separate half sheets are not necessary for each separate stage in a file, and drafts, &c., may be written on the Current in any place that is practicable, care being taken only to place them in consecutive chronological order. Communications should be written on both sides of the paper, leaving only $\frac{1}{4}$ margin.

24. The periodical registers, viz., check registers of Inspector's diaries, check registers of station-house reports, check registers of returns, and other registers, memo. books, reminder memo. books, bills, objection statements, miscellaneous memos., &c., are not affected by the instruction herein contained.

25. On the first of January each year a list will be prepared of records which may be destroyed after the period prescribed for their retention has elapsed. On obtaining the Superintendent's sanction the records will be destroyed.

Complaint and Petition Registers.

609. Complaint and Petition registers in Superintendents' offices will not contain more than the mere purport of the petition or complaint, and the

date and number of the disposal order of the Superintendent which finally disposes of the papers. In the matter of petitions, the purport of the Superintendent's order may be conveniently given. Such orders are generally very brief, *e.g.*, "Transfer refused," "Leave refused," &c.

In the case of orders on complaints, the order is generally a long one and nothing should be given in the register except the disposal number and the date of the final order.

As this arrangement will involve the inspection by inspecting officers of the original records of complaints, it is necessary that the Superintendent's order should be written legibly on clean sheets of paper and not across the original complaint. Superintendents should note this and write all these orders plainly, when lengthy on separate sheets of paper, and when very brief, by endorsement on any vacant space there may be on the original complaint.

An inspecting officer, the Deputy Inspector-General or the Inspector-General, can then see at once from the register of complaints and petitions the number of petitions and complaints received, and he should then call for the original records and examine two or three to see that proper attention has been given to the matter, a proper enquiry made and a proper order finally issued.

In the Assistant Superintendent's office where the Assistant Superintendent is ordered to make the *précis* and the orders in his own hand under P.O. No. 294, the register should contain the Assistant Superintendent's orders in full. Here the work of writing the register is part of the training of an Assistant Superintendent.

Note.—In the case of complaints and petitions received by the Superintendent and forwarded by him to one of his Assistants for disposal, these should be entered in the Complaint or Petition register, as the case may be, of both officers, but in the Superintendent's register they should be distinguished by the entry of some distinguishing letter in the left-hand margin under the number.

Erasures in Records.

610. No erasures can be permitted in any Police records, when correction is necessary; it should be made by drawing a line through the original entry so as not to obliterate it; the correction may then be entered above and initialled or signed by the person who made it.

Destruction of Useless Records.

611. Inspectors and station-house officers will be instructed to forward at the close of every year by beat constables all useless papers that may have accumulated in their station-houses during the year immediately preceding. These should be destroyed with the records referred to in P.O. No. 608, paragraph 25.

Destruction of Records.

611-A. Superintendents should cause all the letters received and sent or the disposal-numbered bundles to be periodically examined by the Head-quarter Inspector, and should direct him to mark on each paper, after careful consideration, whether or not it is of permanent or general use, so that it may be destroyed if not of permanent use. After such marking Superintendents should satisfy themselves by a general examination that the papers marked for destruction are really valueless and should then order their

destruction. Papers may, in the discretion of the Superintendent, be retained, if desirable, for a longer period than that prescribed for their retention.

Before papers are destroyed, they should be arranged in proper order, and the word 'Destroyed' entered against the number concerned in the respective registers in which they are registered or numbered.

612. Great care must be taken not to destroy any diaries, station-house reports or other papers relating to grave crimes or other matters of public importance, which may possibly be needed for future reference. Head-quarter Inspectors will be careful to ascertain that papers selected to be destroyed are really useless and are such as would merely encumber the records if retained, and they will be held responsible if any important or useful papers are destroyed.

Note.—Investigation reports under section 174, Criminal Procedure Code, in cases of murder or culpable homicide will be filed with the diaries of the case to which they belong, and retained for the same period as the diary.

613. Two letter stamps will be used in every District and Sub-division office for the purpose of marking papers to be retained (R.) and those to be destroyed (D.). These stamps will be in daily use to mark all papers as they pass through the office into the record-room.

The check registers of diaries and station-house reports will be retained for ten years. In these check registers, the letter "R" will be noted in red ink in the column of the dates of the diaries or station-house reports, as the case may be, which have been marked for retention. The record-keeper will be held responsible for the loss or destruction of such diaries or station-house reports as have been marked "R" in the check registers.

614. The periods for which records should be kept are given on page 425, Appendix.

614-A. Records ordered to be destroyed will be torn to pieces in such a manner that not the least use can be made of their contents and will then be treated as waste paper. Waste paper accumulated in *mufassal* offices shall be sold periodically and the proceeds credited to Government under head "XVII—Police," but the proceeds of sale of waste paper in Presidency offices, sold under arrangements made by the Superintendent of Stationery, shall be credited to "XXIII—Stationery and Printing."

Chapter XXI.—Miscellaneous.

Affray between Soldiers and Villagers.

615. On the occurrence of a serious affray between European soldiers and Native villagers, the District Magistrate shall invariably either himself proceed to the place, or at once depute a European Magistrate or the District Superintendent of Police, in order to investigate the matter on the spot at the earliest possible time after the occurrence. The investigation of a case between natives and soldiers arising out of a shooting dispute should, whenever possible, be entrusted to an English Magistrate or Police officer not lower in rank than Assistant Superintendent. When such cases come into Court they should be tried by the District or Joint Magistrate.

Notices to be hung up in Station-houses.

616. (a) The name of every Police station should be painted on a board and it should be put up in front of the station-house. The board should have the letter and name of the division entered in circular form on the top and the name of the station in English and vernacular at the bottom.

(b) In a conspicuous place outside every Police station-house, a board should be suspended (size 4 feet square) for the purpose of placarding notices for rewards, descriptions of proclaimed offenders and of persons wanted, and information of any other matter in which the assistance of the public is required. Printed notices for rewards, &c., should also be posted in conspicuous places in villages.

(c) *Appeals to the Privy Council.*—To the notice-boards placed outside Police stations, should be affixed the subjoined extract from G.O., No. 1775, Judicial, dated 13th November 1890, with translations in the respective vernaculars of the districts :—

“It is hereby notified, for general information, that, excepting the ordinary appeals to the Privy Council, no appeals lie in England from the decisions of Indian Courts, and that no petitioners, other than appellants to the Privy Council prosecuting their appeals according to the prescribed rules, will obtain any hearing in England from Her Majesty.”

(d) In the nominal roll of Police placarded in each station-house, a column should be added to show the examinations each man has passed; information should also be given opposite to the names of such men as are qualified to take charge of the station-house during the temporary absence of the permanent station-house officer.

(e) The subjoined extract from the report of a committee of enquiry on the derailment of a mail train on the South Indian Railway should be placarded in all the Police stations on or near the line, with an order that, “as far as possible, the practice complained of should be prevented.”

Railway platform orderlies and beat constables should also be instructed to pay particular attention to the matter.

"The gates of numerous third-class (unguarded) level crossings, which are provided with springs to keep them automatically closed, are wilfully tied back by the villagers to save themselves the trouble of having to open them and are thus equivalent to large gaps in the fence."

(f) P.O. No. 171, regarding the evidence required for identification of persons, will be placarded, in English and vernacular, in every Police station-house.

(g) Sub-paragraph 13 of paragraph (i) of P.O. No. 75 laying down the strength of Police guards for prisoners, and paragraph (j) of the same P.O. relating to the treatment of sick prisoners will be placarded in English and vernacular in every Police station.

(h) A list of notices to be hung up at Police stations will be found at page 414, Appendix. No other notices are to be hung up without special sanction. The notices should be given a coating of thin glue or isinglass on both sides, and, when this is dry, a second coating should be given. After the second coating is dry, the notices should be glued to the boards and then varnished over. The notices should be renewed at the end of every three years. These notices should also be hung up at Head-quarter schools for the information and instruction of recruits.

Currency Notes.

617. (a) The serials or dates of currency notes, or the circle to which they belong, should be given thus—

No. $\frac{B}{00}$ 00000 for Rupees 00, or

No. 00000 for Rupees 00, dated—, or

No. 00000 for Rupees 00, circle—

There is more than one note in circulation bearing the same number and value, but differing in serials, date or circle, and, unless some one of these particulars is given, the Currency department cannot make out what particular note is referred to.

(b) When references are made regarding currency notes alleged to have been stolen, it is the duty of the Police to trace back such notes as far as possible.

Cyclone Code.

618. The following special arrangements will be made at Madras on the 'Danger' and 'Wreck' signals being displayed:—

(i) *On the danger signal being hoisted—*

The Commissioner of Police will make the necessary arrangements for reinforcing the Beach Division of Police, and place the Police boat establishment at the disposal of the Presidency Port officer.

(ii) *Wreck arrangements—*

(1) On the Inspector of Beach Police seeing the wreck signal, or being informed by the Port authorities of imminent danger of wrecks occurring, he will promptly send intelligence to the Commissioner of Police, who will immediately increase that division to such an extent as may be practicable at the time.

(2) The entire Police force will be under the Commissioner, who will consult the Port officers on the spot as to where the services of his men are likely to be emergently required. The Commissioner will issue whatever detailed orders may be requisite.

(3) The Police will be mainly restricted to their own proper duties, .e., the maintenance of order; protecting personal or other property washed on shore; supervising the conveyance of the shipwrecked crews and passengers to the nearest shelter, and to hospital if necessary; bringing back the hammocks, doolies and sick-carts; guarding or removing the dead, &c. They are not to be employed in hauling ropes or recovering the wreckage or cargo, save in emergent circumstances, when there are no Military or other working parties on the spot or when such parties are insufficient for this work.

(4) The Commissioner of Police will see that duties are so apportioned as to enable the men to be relieved from the reserves as frequently as circumstances may render requisite.

(5) All officers and men will be in uniform.

Destruction of Wild Animals.

619. In Hill districts and parts of the country infested with tigers and other dangerous wild animals, Police officers will be encouraged to do all they can to shoot them. They may use public ammunition. Government are prepared liberally to reward any successful efforts which may be made by the officers or men of the force to kill tigers supposed to be man-eaters, and to reimburse any *bonâ fide* expenditure which may be incurred for the purpose.

Fumigation.

620. Close rooms, foul wards, privies, dead houses, &c., are most conveniently fumigated by burning in them for some hours, with closed doors and windows, a mixture of sulphur and nitre. Such a mixture may be obtained conveniently prepared in every bazaar in India, under the name of *blue lights*, which are small saucers of clay filled with nitre and sulphur and covered over with brown paper. A dozen or two of these burned on the floor of any closed apartment is ample to fully fumigate it.

Magazines—Police and Municipal.

621. Magazines should, of course, be protected by lightning-conductors and should have thick double doors securely fastened with good padlocks, to be sealed when the doors are closed. The magazines will be placed under the supervision of the nearest Police guard or station, and be visited every day by the Inspector. Beat constables will visit them and examine the padlocks by night.

Recruiting for the Hyderabad Contingent.

622. There is no legal objection to recruitment being carried on in British territory for service in the Hyderabad Contingent, but such recruitment should not be allowed to commence, without an official communication being first made to the Local Government by the Resident at Hyderabad; and the license of every recruiting officer should be countersigned by the Magistrate of the district in which recruiting is to commence.

Signalling—Heliostat, Lamp and Flags.

623. (a) Signalling parties are attached to the reserves in the district of Malabar.

(b) In the reserve at Calicut in the Malabar district a signalling party of 3 head constables and 15 constables will be maintained. At Malappuram also 3 head constables and 15 constables will be maintained.

(c) The following is the standard of efficiency laid down :—

(i) Reading correctly from and sending a test message (of not less than twenty words).

(ii) Morse alphabet—

(1) Large flag at the rate of 9 words a minute or a test message in 2'—13"				
(2) Small do.	12	do.	do.	1'—40"
(3) Lamp do.	10	do.	do.	2'— 0"
(4) Heliostat do.	10	do.	do.	2'— 0"

(d) Quarterly examinations in signalling will be held by the Military Signalling Officer at Calicut, Cannanore or Malappuram. Any signaller failing to read the test rates with any instrument will be disqualified to draw the signaller's allowance until he passes again. Certificates of competency will be awarded under the signature of the Deputy Inspector-General to those who pass the examination.

(e) Passed men will wear a badge (two flags crossed) on the lower part of the left arm, and their names will be published in the Police Gazette. Batta to each of the 6 head constables and 30 constables forming the signalling parties is sanctioned at the rates shown below :—

			RS.	A.	P.	
Head constables	2	0	0	} per mensem.
Constables	1	0	0	

Supernumeraries will not receive batta, but will be trained to take the place of casualties, when they would become entitled to batta.

(f) Passed signallers will be required by constant practice not only to maintain their present knowledge of signalling, but by constant practice to become still more proficient; if, at any time of the quarterly examinations held by the Superintendent or his Assistants, any passed men fail to prove themselves efficient, they will be liable to have their certificates cancelled, batta stopped and badge withdrawn.

(g) Instruction in signalling must take place every alternate day and night, and regular rosters of attendance at signalling classes and work done will be kept in Form No. 217, Vol. II. All test messages sent and received will be filed in the District or Sub-division office as the case may be.

(h) Officers should frequently supervise the work of signalling parties and the instruction of recruits; they should also constantly and carefully observe the condition of all signalling apparatus and see that they are kept in good order.

Snake Bites.

624. The following instructions should be attended to in cases of snake-bite :—

(1) As soon as bitten, apply a ligature or cord round the limb or part, two or three inches above the bite, and tighten it by means of a rack stick.

(2) Scarify the punctures a quarter of an inch deep with a penknife or other cutting instrument, cutting across the punctures, or excise the part to about the size of a finger nail and let the wounds bleed freely, and apply to the bottom of the wound a hot iron or live coal, or some nitric or carbolic acid.

(3) Apply and tighten two or three ligatures at intervals of four or six inches above the first. If the bite be not on a finger or toe, or part where a ligature can be applied, pinch up the skin and cut out a circular piece as big as a finger nail and about quarter or half inch deep, and apply hot coal or hot iron to the bottom of the wounds, or drop in nitric or carbolic acid.

(4) In the case of a grown-up person give an ounce of hot arrack or brandy, or rum, or whisky in an ounce of water every ten or fifteen minutes.

(5) Send at once for medical aid, or take the bitten person to the nearest medical man; should no medical man be near, if no symptoms of poisoning have appeared, the ligature should be relaxed, lest the part mortify. If symptoms of poisoning do appear, do not relax the ligature till the person be recovering from the poisoning, or until the parts become cold and livid.

(6) Suction of the wounds is likely to be beneficial, but it may be dangerous to the operator.

(7) If symptoms of poisoning set in, apply mustard poultices over the stomach and the heart, continue the stimulants and give the patient fresh air freely.

(8) Do not make the patient walk about or fatigue him.

Shooting Passes to British Soldiers.

625. The following are the rules issued by Government for the grant of shooting passes to British soldiers in India :—

PART I.

Rules for the grant of passes and for guidance of shooting parties.

1. No warrant officer, non-commissioned officer or private soldier shall carry firearms for sporting purposes without a shooting pass. Shooting passes will only be granted to warrant officers and non-commissioned officers and to efficient private soldiers possessing at least one good-conduct badge. No private soldier, not qualified to be a member of a shooting party, shall be allowed to possess a rifle, carbine or gun of his own.

2. Warrant officers and sergeants may be granted passes to shoot alone provided that the officer granting the pass is satisfied that the warrant officer or sergeant has sufficient knowledge of the language to enable him to converse with the inhabitants, or if accompanied by a qualified native interpreter. With the above exceptions passes will only be granted to a party of not less than three and not more than six, one of whom shall be in charge of the party. The party must in all cases be accompanied by a native qualified to act as interpreter, whose name will be entered on the pass. One member may be left in charge of the camp, but the remainder of the party shall not separate while shooting.

3. All shooting passes will be granted on India Army Form L., 1181 (Appendix A). They will be granted by the Officer Commanding the Corps or Detachment to which the men belong or to which they are attached, who will keep a record of all passes granted. The names of the party and of the interpreter and the numbers and specification of the firearms carried will be entered on the pass and the certificate on the face of the pass will be signed

by the squadron, battery-section or company officer, and countersigned by the Commanding Officer. Before the party starts the armourer sergeant, and in the case of a battery the section officer, will inspect all the firearms entered on the pass and will sign the certificate on the pass. No firearms not specified on the pass shall be carried or used, and no rifle or carbine shall be used, which carries Government ammunition, or is sighted over 300 yards. All bullets used with rifles or carbines for sporting purposes shall be hollow.

4. No person not named in the pass, except a shikari and game-coolies, shall accompany a shooting party.

5. Shooting passes, as a rule, shall not extend to more than fourteen days, but special passes for periods not exceeding one month may be granted to men known to be experienced sportsmen, with the sanction of the General Officer Commanding the Division or Brigade. Men requiring passes to shoot at a distance, or for periods of more than three days must apply for the pass at least six days before the date on which they wish to start, so as to enable notice to be given to the district civil authorities as required by rule 19.

6. The member of the party who is placed in charge shall carry the pass. He shall produce it when reasonably required to do so, and he shall at once return it to the squadron, battery or company orderly sergeant when the party comes back to camp or lines. On returning the pass he shall report any breach of these rules, any affray with natives or any mishap, which may have occurred during the absence of the party. If any such event is reported, the non-commissioned officer to whom the pass is returned will at once inform the Commanding Officer; and the Commanding Officer will at once send to the District Magistrate the substance of the report, together with a copy of the complaint, if any.

7. There shall be no loading in the neighbourhood of camp or lines; and all firearms shall be unloaded as soon as the party leaves off shooting.

8. If any member of a shooting party commits any act resulting in injury to person or property, or is involved in an affray with natives, the party shall return to camp or lines without delay after reporting, if possible, to the nearest civil authority.

9. No shooting with bullets of any kind is permitted except in forest or close jungle, or in tracts of country where such shooting is not attended with danger. Shooting at night is forbidden, except in forests. Shooting in Government reserved forests is prohibited without a special permit from the forest officer.

10. No member of a shooting party shall address or enter into conversation with any native woman.

11. No member of a shooting party shall enter any village, house, temple, mosque or enclosure, or shall shoot within 500 yards of such. If supplies are to be obtained from a village, the interpreter may be employed for the purpose.

12. Members of shooting parties are forbidden to trespass upon or shoot over crops.

13. No member of a shooting party shall shoot at any animal or bird, or in any locality, included in the prohibited list shown on the pass.

14. Shooting at peafowl is prohibited, unless by special permission endorsed on the pass. No shooting at hinds, doves, monkeys or dogs is permitted.

15. Firearms and ammunition used for sporting purposes, whether private property or issued by Government, shall be kept in the squadron, battery or company store-room in charge of the squadron sergeant-majors, quartermaster-sergeants or colour-sergeants. They will be issued by the above named non-commissioned officers, on production of a pass in which they are specified, and this duty shall not be delegated to any other person.

16. All firearms issued from the store-room and unused ammunition shall be returned to the sergeant in charge, who will sign for their receipt on the shooting pass, when the party comes back to camp or lines. All arms kept for sporting purposes shall be entered on the "daily state" of the corps or detachment; and shall be shown as "present," "on pass" or "absent."

17. These rules apply to troops on the march or in moving camps, as well as to troops in cantonments or standing camps.

18. Officers commanding stations, and officers commanding troops about to march will communicate with the civil district officer in order to ascertain—

(a) in what localities shooting ought to be forbidden;

(b) what animals or birds are regarded by the inhabitants as sacred, or are protected by rules relating to the establishment of a close season.

19. Prior to the issue of a shooting pass which is to extend over three days, the Commanding Officer by whom it is to be granted shall send notice thereof to the district officer of any civil district in which the members of the party are to be permitted to shoot. This notice shall be despatched at least three days before the commencement of the currency of the shooting pass. The notice shall state the names and rank of the members of the party, the place or places which they are to visit and the dates indicating the duration of the pass.

20. For a Native State, the Political officer in charge shall be deemed to be the district officer for the purposes of rules 18 and 19. The notice furnished to the Political officer under the latter rule shall be despatched at least three days beforehand; but such longer notice shall be given as is possible. Soldiers marching through a Native State are in no case to be permitted to shoot unless within ten miles of camp.

21. When men are permitted to shoot in the vicinity of a military station at a distance from their quarters, the following procedure shall be observed:—

(1) A furlough pass will be granted to them to the military station nearest to the country in which they intend to shoot. On the furlough pass will be an endorsement by the Officer Commanding the Corps or Detachment in red ink to the effect that the men are permitted to carry firearms and ammunition, and are eligible for a shooting pass. The furlough pass so endorsed shall be an authority to the sergeant in charge to issue arms and ammunition to the party, after the armourer sergeant has signed the specification that the arms are in good condition and not contrary to rule 3.

(2) A shooting pass will at the same time be given to them in the usual form with the omission of (a), the name of the interpreter, (b) the dates indicating the duration of the pass, (c) the list of prohibited localities, animals and birds, and (d) the countersignature of the Commanding Officer.

(3) On arrival at the military station to which they are granted furlough, they shall report themselves to the military authorities at that station who will attach them to a military unit.

(4) The Officer Commanding the Corps or Detachment to which they are attached will, unless there are valid reasons to the contrary, complete the shooting pass by entering (a) the name of a qualified interpreter, (b) the dates indicating the duration of the pass and (c) the list of prohibited localities, animals and birds for the tracts of country where the members of the party intend to shoot; and will then add (d) his countersignature. He will also give the notice to the civil authorities required by rule 19.

The possession of firearms and ammunition by members of the party is only allowed during the currency of the completed shooting pass; otherwise rules 15 and 16 apply at the station to which the men are granted furlough.

PART II.

Rules for dealing with offences.

22. When any serious breach of these rules occurs, the Officer Commanding the Corps or Detachment will at once report the date and all the facts of the incident, so far as known, and also full details of the action taken, by telegram direct to the Adjutant-General in India, repeating the message to the General Officer Commanding the Division and Brigade; to the Deputy Adjutant-General of the Command and to the Military department of the Government of India. Detailed reports will be submitted subsequently by letter direct to the Adjutant-General in India for the information of the Commander-in-Chief and the Government of India. Copies of these reports will be furnished by the officers with whom they originate, through the usual channels, to command head-quarters for information.

23. In every such case the Officer Commanding the Corps or Detachment will immediately commence a thorough and searching investigation in view to securing the best possible narrative while the event is still fresh; and he will communicate with the District Magistrate as freely as required. When the civil authorities also take up the case every assistance possible will be rendered to them in their investigation. The medical officer who first attends to any person (whether soldier or civilian) wounded in any such case, will, without delay, bring to the notice of both the civil and military authorities the nature and extent of the injuries received and their probable ultimate result.

24. Any warrant officer, non-commissioned officer or private soldier shooting without a pass shall be tried by Court-martial, and shall on conviction be deprived of the privilege of shooting during the remainder of his Indian service. Also any member of a shooting party who commits any breach of these rules resulting in material injury to person or property shall be tried by Court-martial. Cases of all other breaches of the rules shall be reported to the General Officer Commanding the Division or Brigade for orders.

25. When a Court-martial is to be held under rule 24 the case shall be sent to the Deputy Judge Advocate-General who shall frame the charges and prepare the brief for the prosecution, and the proceedings of the Court-martial shall be sent to the same officer for report before confirmation. If a civil inquiry has been held on any case, the proceedings of inquiry should accompany application for trial in view of all possible evidence being made available.

26. When a Court-martial is held under these rules, the result will be reported for the information of the Commander-in-Chief and the Government of India.

27. If any breach of these rules, or any act committed by a member of a shooting party, results in an affray with natives, or in material injury to person or property, and the offender or offenders cannot be identified, all shooting passes may be prohibited in the corps or detachment, or in the district, for a period not exceeding two years at the discretion of the Lieutenant-General Commanding. Every such prohibition shall be published in Command Orders and reported for the information of the Commander-in-Chief and the Government of India.

PART III.

Special rules for warrant and non-commissioned officers of departments.

28. Shooting passes will be granted to warrant and non-commissioned officers of departments by the local departmental senior commissioned officer in accordance with these rules so far as they may be applicable. Standing passes for a maximum period of six months, but subject to the rules relating to prohibited localities, animals and birds and to the other restrictions referred to above, may be granted to subordinates of the Military Works department who are not employed in cantonments. In every case the officer granting the pass is responsible for seeing that the list of prohibited localities, animals and birds is duly entered on the pass.

PART IV.

Publication of these rules.

29. A copy of these rules and of the list of prohibited localities, animals and birds shall be hung up in a conspicuous place in every barrack room.

30. Twice a year (in April and October on such day as the Officer Commanding directs) rules 1 to 17 and rules 24 and 27 shall be read on parade at the head of all British squadrons, batteries and companies (including convalescent depots and standing camps).

31. When troops disembark in India no shooting passes shall be granted until they arrive at their destination. On their arrival, and before any passes are granted, rules 1 to 17 and rules 24 and 27 shall be read on parade. An order calling attention to this rule shall be issued to the Commanding Officer of each Corps or Detachment before the troops disembark.

32. A copy of rules 15 and 16 shall be hung up in every squadron, battery or company store-room.

33. Rules 1 to 17, 24 and 27 will be printed on the back of the shooting pass, India Army Form L., 1181 (Appendix A).

34. A copy of these rules will be issued with every shooting pass and will be carried by the member in charge of the party, who will give it back to the orderly sergeant with the pass on return to barracks or camp.

NOTE.

The following orders and rules of law apply to the civil inhabitants of localities in which soldiers are permitted to shoot:—

The civil authorities will explain the substance of the rules and orders in simple language in all villages and tracts where soldiers are in the habit of shooting, warning them that soldiers are on no account to be attacked and that any such attacks will be severely punished, so that the inhabitants will have no excuse for interfering unwarrantably with members of a shooting party.

2. Landlords, headmen and village police will also be warned that they are expected to give their assistance in avoiding disputes between villagers and soldiers out shooting.

3. The rules for soldiers provide for punishment of a corps or detachment, or district, in the event of the offenders not being discovered. A similar responsibility may be enforced upon villages where affrays with British soldiers have occurred, if the villagers generally, or a considerable number of them, have made an unwarranted attack upon a shooting party, but the actual offenders have not been brought to justice. The villagers will be warned that in such cases they are liable by law to have extra police quartered upon them at their own expense.

4. The villagers will also be warned that they are not in any circumstances to take the law into their own hands, but are to lodge any complaint they have to make in a legal manner.

5. In cases which are not cognizable by the Police, or where the prosecution is not undertaken by the civil authorities, the civil district officer will inform the commanding officer to that effect for such action as the latter may consider fit to take.

Whipping.

626. Sentences of whipping awarded by judicial or magisterial officers of any grade will be carried out by Policemen.

Inspection of Places of Public Resort and Entertainment.

627. (a) In municipal towns and at other places to which the provisions of the Places of Public Resort Act II of 1888 have been extended, no enclosed place or building, whether permanent or temporary, having an area of 500 square feet or upwards, shall be used for public resort or entertainment, unless a license has been previously obtained from the Chairman of the Municipal Council or a Magistrate having jurisdiction over the local area in which the place or building is situated, as the case may be.

Note.—A circus tent is an enclosed space within the meaning of Madras Act II of 1888.

(b) Any officer in charge of a Police station or of higher rank than head constable may, at any time, enter such enclosure or building, inspect the license, if any has been issued, and, if there is no license; or if the

conditions of the license are not observed, and if he sees reason to apprehend imminent danger to the public, prevent the further use of the enclosure or building as a place of public resort or entertainment.

(c) An extract from the rules prescribing the conditions of licenses under the Act will be found at page 409, Appendix.

Management of Feasts.

628. A list of feasts in the district should be kept in each Superintendent's office in Form No. 218, Vol. II. Each Inspector should have an extract from the list relating to his own division entered in his note-book. No man under three years' service should be sent for duty on the occasion of festivals. Natives of the place should not be sent.

The following instructions will be found useful in the management of large festivals :—

(a) The Police detailed for duty at large festivals should not be allowed to take with them their families. They pay attention to looking after them instead of doing their work.

(b) Superintendents should take care that men are not allowed to come away from their districts to large festivals on the pretence of serving warrants. They do so merely to see the sights and are apt to make themselves a nuisance, not being under proper control.

(c) Men put on duty at temples should be made to clearly understand that they are there simply to keep order and not in order to help the temple trustees and others to collect coolies or extort gifts. All cases of levying blackmail from worshippers should be reported to the Inspectors in charge.

(d) Men off duty must not be allowed to go about in their uniform. These men not being under control are apt to misbehave and give trouble.

(e) The Police should be carefully instructed that it is their duty to *prevent* nuisances being committed and not to wait till they are committed and then arrest and charge the offenders. This should particularly be the case where women and children are concerned. If the Police get the idea that they will be praised for a number of prosecutions, there is grave risk of officious interference and abuse of power.

(f) The Police should be particularly instructed that they will get credit for the maintenance of quiet order, and that officious interference with orderly people will not be tolerated.

Blackmailing of Coolies.

629. Officers should deal very stringently with any cases of extortion from recruiters or coolies by the Police that may come before them, and they should also be on the look-out for cases of extortion by Railway station-masters, ticket clerks and others, who have the opportunity of committing these petty acts of tyranny. All Police officers should be warned that, unless they have a *bonâ fide* suspicion against any party of recruiters and coolies that some of the party are being taken away against their will, the recruiters should be left perfectly alone.

APPENDIX.

Rules in regard to inquiries into cases of torture by the Police (P.O. No. 12 (h)).

1. District Superintendents of Police are expected rigidly and punctually to carry out the instructions in clause (h) of P.O. No. 12 regarding the submission of reports to District Magistrates.

2. Complaints of ill-treatment by the Police received by the subordinates of the District Magistrate are similarly to be reported by them to him, the reports being submitted through the Divisional Magistrate with all the information available in the matter at the time of report.

3. The Divisional Magistrate on receiving complaints made directly to him, and in passing on to the District Magistrate those received from his subordinates, will either himself make investigation thereof or issue such orders as appear necessary to the Police or to his subordinates. He must, in the latter case, maintain a full knowledge of the proceedings taken in the matter.

4. On receipt of a report either from the Superintendent or a Divisional Magistrate, the District Magistrate will pass immediate orders on the subject, remembering that, except for good reasons to be recorded, the investigation and inquiry in all cases of ill-treatment by the Police of persons in their custody should be made by Divisional Magistrates. (G.O. No. 525, Judicial, dated 25th March 1902.)

Patrols (P.O. No. 23, Note (2)).

Cart escorts are a mistake. Roads should be systematically patrolled in accordance with the following rules, constant supervision being maintained :—

- (1) Each patrol should consist of two constables.
- (2) They should leave the station at a fixed hour and return to it at a fixed hour.
- (3) A fixed spot on the road should be given them to sleep in, where, if possible, a shed should be erected. On no account should they be permitted to rest or sleep in any other spot.
- (4) The patrol should have a given length of road on which to patrol.
- (5) Station-house reports, letters or parcels should never be given to the patrol to deliver at meeting places or at neighbouring stations, when it is possible to arrange for their delivery by beat; but it may be necessary, when there are no men for beat, to entrust the station-house report or other urgent papers to a patrol. The latter course is undesirable, but is preferable to employing a talaiyari or a cooly.
- (6) Village visiting should be no part of their duty.
- (7) The patrol should be checked frequently by station-house officers and occasionally by Inspectors.
- (8) Circumstances must determine the length of road to be patrolled by one pair.
- (9) Day duty should not be required from night patrol men.

(Circular Memorandum No. 4784, dated 18th August 1894 and P. G., dated
17th December 1904.)

Periodical meetings of Superintendents of neighbouring Districts (P.O. No. 25 (c)).

In order to secure that, at all events once a year, those Superintendents for whom especially meetings are important should meet, the following orders are issued:—

Superintendents of districts will meet as follows:—

District Superintendents.	Month of meeting.	Place of meeting.
(a) Ganjām, Vizagapatam, Jeypore, Górávari and Kistna.*	July	Waltair.
(b) Kistna, Guntūr, Nellore and Kurnool ..	September	Bezwada.
(c) Kurnool, Cuddapah, Anantapur and Bellary.	July	Guntakal.
(d) Cuddapah, Nellore, North Arcot and Chingleput.	Do.	Renigunta.
(e) North Arcot, South Arcot, Salem and Chingleput.	January	Vellore.
(f) Salem, Coimbatore, Trichinopoly and Madura.	November	Trichinopoly.
(g) South Arcot, Trichinopoly and Tanjore ...	October	Tanjore.
(h) Madura and Tinnevely	Do.	Madura.

* Note.—If the Jeypore Superintendent is unable from any cause to leave the district, the conference must be held without him.

Superintendents of the above-mentioned districts will communicate with each other and arrange the day of meeting.

The Superintendents will, before the meeting, find out from their Inspectors of the border divisions the number of meetings they have had with each other during the year, and obtain from them any complaints they have to make against the neighbouring Inspectors over the border.

The Superintendents should also bring to the meeting all the information they have about criminal gangs and known depredators residing in the border taluks.

If the Superintendents can arrange for the attendance at the meeting of any of the border Inspectors, no doubt they will be able to give each other useful information.

It should be found out beforehand whether, in the words of P.O. No. 25 (c) the communication between the frontier Police has been reduced to an unvarying system of daily communication and interchange of intelligence and aid, and, if not, what are the causes that prevented the order being carried out. Means should be devised at the meeting for carrying out the order referred to.

Assistant Superintendents of frontier divisions should also, if possible, be present at the meeting.

In this way the Superintendents will be enabled to secure a better interchange of communication in the matter of:—

- (a) The criminal gangs which infest the north of Nellore, the south of Kistna and the west of Kurnool.
- (b) The gangs of Korachas which wander from Mysore through Anantapur, Bellary, Cuddapah and Kurnool districts, committing crime whenever opportunity offers.
- (c) The parties of Jogis and other criminals who pass and re-pass between North Arcot, South Arcot and Chingleput.
- (d) The criminals who come from Trichinopoly and Salem and cross into Coimbatore and *vice versa*.

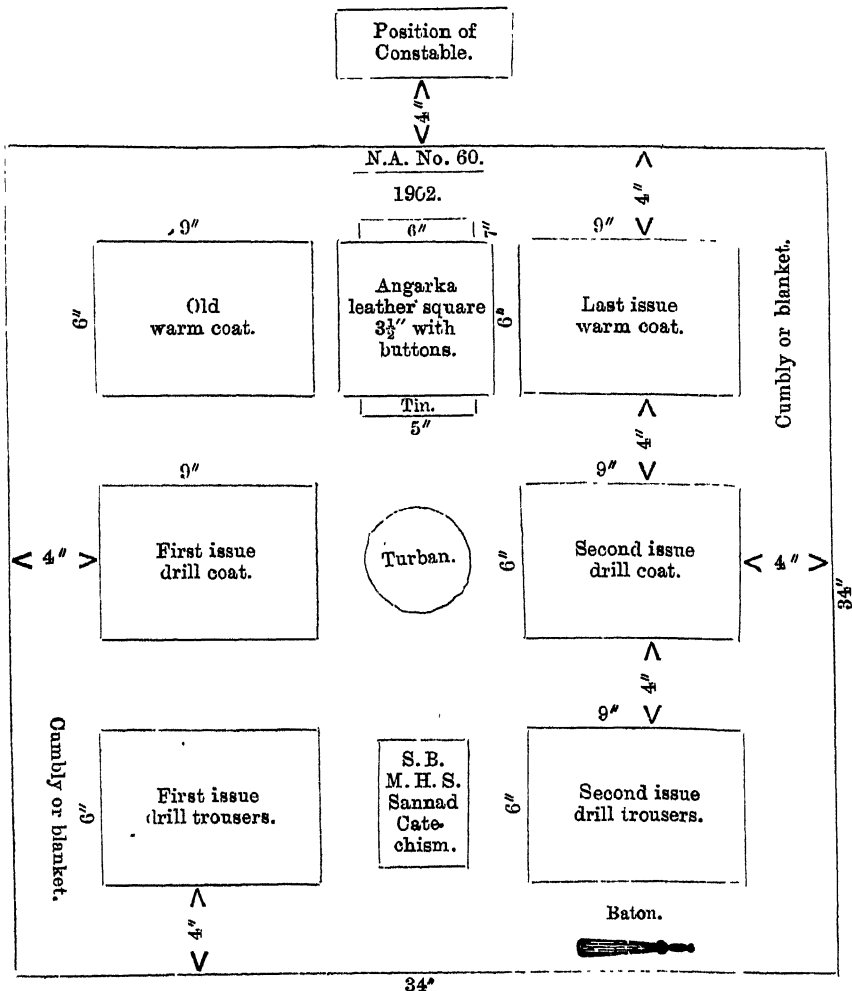
The Superintendents should arrange at the meetings which are prescribed some system by which the responsibility for constant meetings and interchange of communication between border Inspectors shall be fixed.

The senior Superintendent of those who meet will forward to the Inspector-General a brief report of the result of the meeting.

The order that Superintendents of adjoining districts shall meet as often as possible will be carried out in all districts. It is a matter which Deputy Inspectors-General should attend to. (P.G., dated 23rd May 1896 and subsequent amendments.)

Kit Inspection (P.O. No. 33 (e), Note).

Subjoined is a sketch showing how kits should be laid out. Instructions relating to kit inspection will be found in P.O. No. 33.



FRONT.

Instructions.—(1) Cumby or blanket to be folded 34 inches square (the fringe to be turned in); the number and issue of cumby or blanket to be shown as in the plan; drill and warm coats and trousers to be folded 9 inches by 6, with the issue and number shown on the upper edge and facing the front*; turban tied for use; angarka 6 inches square, with warm coats 1 inch on either side thereof.

*

60 $\frac{1}{2}$

(2) Tin to hold Catechism, &c., size $7 \times 5 \times \frac{3}{4}$ inches, placed underneath the angarka, and on the angarka spare buttons—the latter fixed to a piece of leather ($3\frac{1}{2}$ inches square and pierced with 4 holes at equal distances) by a leather stripe passed through the shanks of the buttons; Catechism, Medical History Sheet, Service Book and Sannad between the trousers and in line with them—Medical History Sheet (folded twice, viz., to $\frac{1}{4}$ of its size when open) and Sannad under Service Book.

(3) When a long line of kits has to be laid out, a piece of twine should be drawn tight between two pegs; in station-houses a line painted on the floor will answer the purpose and be permanent. If properly laid out, there will be a 4-inch margin of cumby or blanket round the kit, with 4 inches between each row of clothing. A measuring stick, 34 inches long and marked to inches, will be kept at each station to enable the station-house officer to test the laying out of kits. Cumblies or blankets will be drawn close together and constables will always appear in sandals or boots.

(4) A plain leather thong long enough to be wound three times round the handle and permit of the end being passed through the turns to keep it tight will be kept in each baton. No *tassels* will be allowed, a stud slightly oval will be fixed in each baton to suspend it in the frog. The stud will be placed so that, when in position, the upper ring of the handle is immediately above the edge of the frog. If the rings are too wide to come up through the frog with ease, they must be slightly cut or rasped down.

(5) Men should parade for kit inspection without arms. Arms should, whenever possible, be piled in rear of the kits and examined when the men have fallen in for drill; for this purpose men will be instructed in “piling arms,” in order that they may, on all occasions, when three or more of them are acting together on any duty, resort to this practice, instead of the objectionable one of placing their arms against walls or laying them down on the ground.

Note.—(1) Under head “Warm Coat,” Cardigan jackets will be shown by the Reserves and the Taluk Police that are supplied with them and blue woollen coats by the men in the Nilgiris, Kodaikanal, Tandigudi, Shevaroy Hills, South-East Wynaad and Wynaad.

(2) Under heads “Drill Coats” and “Drill Trousers” white drill coats and trousers will be shown by the Taluk Police and khaki drill coats and trousers by the Reserves and the Hill Police; serge coats, blue woollen and serge trousers by the men who are supplied with them.

(3) The space under “Warm Coat” will be left blank by the districts which are not supplied with Cardigan jackets or blue woollen and serge coats.

(4) Town men will also show their beat badges along with the angarka and buttons and the Reserve men, their haversacks with the Service Book and Catechism.

Rules regarding the maintenance of Arms License registers and the grant and renewal of licenses in Form VIII (P.O. No. 43 (g)).

1. All District Magistrates, Taluk Magistrates and Deputy Tahsildars and Sub-Magistrates in zamindari tracts, and station-house officers will keep in Form A appended to these rules decennial registers of licenses issued under the Arms Act in Form VIII to persons residing in the areas with which they are respectively concerned. In the office of the District Magistrate, a separate register will be maintained for each taluk or Deputy Tahsildari. In each taluk register the entries will be arranged by Police stations and villages, the villages within the limits of each Police station being arranged in alphabetical or other convenient

order. A page or more will be allotted to each village, as may be found necessary, no village being omitted although no licensee resides therein. Entries relating to hamlets will be placed under the parent village. The page numbers of each taluk register will be consecutive throughout the register. An index of villages arranged in alphabetical order will be placed at the beginning of each taluk register. The serial number of the license will be a fraction of which the number of the page of the register in which it is registered is the numerator and the number of the line is the denominator, preceded or followed by a letter indicating the taluk (*e.g.*, C $\frac{2}{3}$). The entries in the registers maintained in subordinate offices which will be supplied in the first instance from the District Magistrate's office must therefore correspond exactly, page to page, and line to line, with the entries in the register maintained in the District Magistrate's office. The District Magistrate will fix dates between the 1st and 15th January for the submission to him of each taluk register in his district. Necessary entries will be made in the District Magistrate's office in these taluk registers relating to all licenses renewed or the renewal of which has been refused for the year just begun. The taluk registers will be returned to the Sub-Magistrates with as little delay as practicable. About the 15th of every month each station-house officer will take or send his register to the Taluk or Deputy Tahsildar's office, as the case may be, have it checked with the register maintained in that office, corrected and brought up to date. All officers of the Police department of and above the rank of Inspector will inspect the Police station register at every inspection of the station and see that it is properly maintained.

2. At the end of each register maintained in the office of a District or Taluk Magistrate or Deputy Tahsildar, and at a Police station, an abstract will be made in Form B showing the number of weapons of each kind licensed in the taluk or station. A fresh abstract will be opened at the beginning of each year by counting the licenses already granted or renewed for the year by the 1st January. Whenever an alteration is made in the body of the register either by reason of the grant of a new license or the cancellation of or refusal to renew an old license, a corresponding entry will be made in column I of the abstract by quoting the register number of the license preceded by a + sign in the case of a new license and a — sign in the case of a cancellation of or refusal to renew a license; the necessary entries in columns II, III and IV of the abstract will be made whenever it is desired to bring the abstract up to date and whenever a line in column I is complete: the net total should then be struck in column II of the abstract.

3. Applications for new licenses may be sent to the District Magistrate or to the Taluk Magistrate or the Deputy Tahsildar and Sub-Magistrate in zamindari tracts, or to the station-house officer. Printed forms of application in the vernacular on impressed stamps will be kept for sale to the public. Applications received by the District Magistrate direct will be sent to the Taluk Magistrate or to the Deputy Tahsildar and Sub-Magistrate in zamindari tracts for report. Taluk Magistrates and Sub-Magistrates in zamindari tracts will forward to the police for report only those applications which they receive, direct or through the District Magistrate, from individuals whose character, status or reputation is unknown or doubtful; they will submit all others to the District Magistrate direct with their own reports. Station-house officers will forward their reports on applications for new licenses to the District Magistrate through the Police Inspector and the Taluk Magistrate or the Sub-Magistrate in zamindari tracts. The Taluk Magistrate or the Sub-Magistrate in zamindari tracts will see that the correct names of the village, hamlet (if necessary) and Police station within whose limits the village is situated are correctly entered in the application before submitting it with his report to the District Magistrate.

4. Applications for renewal of licenses should be submitted early during the last quarter of the year preceding that for which the renewal is desired, as all weapons for the possession of which renewed licenses have not been issued by the 1st January must be deposited in the Police station. Printed forms of application in the vernacular on impressed stamps will be kept for sale to the public. Each

application should be accompanied by the license and may be sent either to the District Magistrate direct or to one of the other officers mentioned in rule 3. Subordinate Magistrates and Police officers who may receive such applications should submit them at once without remark (unless some reason for refusing renewal is already known to them) to the District Magistrate direct.

5. District Superintendents of Police will issue instructions to their subordinates to report at once any information which may indicate that the renewal of any license is undesirable. About the end of September in each year the Superintendent of Police and Taluk Magistrates and in zamindari tracts Deputy Tahsildars and Sub-Magistrates will supply the District Magistrate confidentially with any information which would appear to render the renewal of any existing license inexpedient.

6. Licenses will be issued in printed form in the vernacular. If the District Magistrate grants a license, renews a license or declines to renew a license, he should send the license or order service-bearing to the licensee, the nature of the contents being clearly noted on the cover in the vernacular (*e.g.* "license for the possession of a gun"). If the District Magistrate, on an application for a new license, refuses to grant the license, the order of refusal should be forwarded to the applicant through the Taluk Magistrate or Sub-Magistrate in zamindari tracts for the information of that officer.

If the license or order sent by post is returned through the Dead Letter Office, it should be sent out for delivery to the addressee through the local Taluk Magistrate or Deputy Tahsildar, Sub-Magistrate or Police station-house officer.

7. At the close of each month the District Magistrate will forward to the Subordinate Magistrates concerned lists of the licenses granted, renewed, cancelled or the renewal of which he has refused during the month in the Forms C and D. Licenses renewed for the year following that in which the lists in Form C are sent need not be shown in the list. Licenses the renewal of which is refused for the following year should be included in the lists in Form D, in order that action may be taken to see that the arm covered by the license is not retained illegally by the licensee after the close of the year. If a license is not renewed, the District Magistrate will state in the last column of the list in Form D the reason for non-renewal (such as the death of the licensee, the transfer of the weapon by sale, gift or otherwise, etc.) and should see that the weapon is not retained by any person who is neither exempted from the operation of the Indian Arms Act in respect of such weapon nor licensed to possess it.

8. Not later than the 15th January of each year the District Magistrate will forward to the Superintendent of Police (in Form E appended) lists of licensees who have not applied before the 1st January for the renewal of their licenses with the request that he will ascertain and report the causes of the omission, whether the arms have been deposited in the Police station, and whether a prosecution has been instituted in each case in which the arms were not duly deposited in the Police station; a separate list will be sent for the villages in each Police station. The lists should be returned to the District Magistrate's office not later than the 15th March by the District Superintendent of Police with his report and recommendation whether the unrenewed license should be renewed or not.

9. When the taluk registers are submitted to the District Magistrate under rule 1 the District Magistrate will have them compared with the register maintained in his office so far as the entries relating to the previous year are concerned, and corrected if necessary. Before the abstracts in the registers maintained by subordinate officers are compared with the abstract of the register maintained in the District Magistrate's office, the figures in the latter should be verified by counting the outstanding entries in the body of the register. The District Magistrate will include in his annual report brief remarks regarding the maintenance of these registers throughout his district. For this purpose the District Superintendent of Police will report annually not later than the 1st February to the District Magistrate on the maintenance of the registers by station-house officers during the previous year.

Form A.

Village.—

Register number, Page number. Line number.	Residence of licensee (hamlet).	Name			Nature of the arm.	Number of arms.	Date of renewal, grant, cancellation or order refusing renewal of license for the year:—								Remarks showing disposal of weapon if license is not renewed.	
		Of licensee.	Of his father.				1907	1908	1909	1910	1911	1912	1913	1914		1915
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Note.—In column 5, R. = Rifle, G. = Smooth-bore gun, M. = Magazine, D.B. = Double-barrelled, S.B. = Single-barrelled, B.L. = Breech-loading, M.L. = Muzzle-loading percussion cap, Ma.L. = Match-lock, F.L. = Flint-lock, Re. = Revolver, P. = Pistol, B. = Bayonet, S. = Sword, D. = Dagger.

FORM B.

Abstract of the number of weapons of the several kind.

Note.—D.B. = Double-barrelled; S.B. = Single-barrelled; B.L. = Breech-loading; M.L. = Muzzle-loading percussion cap.

I	II												IV	
	III													
	CANCELED.													
	CANCELED.													
Details showing the page number and line number of every new license granted and old license cancelled.	GRANTED.						CANCELED.						Date and initials of the Magisterial Head Clerk.	
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.						CANCELED.							
	GRANTED.													

Proceedings of the District Magistrate of _____, dated
No. _____ of 190 ____.

2. The { Taluk
Sub- } Magistrate of is requested to cause the word

[illegible]

Note.—In column 6, R. = Rifle, G. = Smooth-bore gun, M. = Magazine, D.B. = Double-barrelled, S.B. = Single-barrelled, B.L. = Breech-loading, M.L. = Muzzle-loading percussion cap, Ma.L. = Match-lock, F.L. = Flint-lock, Re. = Revolver, P. = Pistol, B. = Bayonet, S. = Sword, D. = Dagger.

FORM E.

List of persons who have not applied for the renewal of their licenses in Form VIII in the 1st January 190 .
division, taluk, district, for the year 190 on or before

Name of the village and hamlet, if any.	Number and name of licensee who has not renewed his license.	Father's name.	Nature of the arm.	Number of arms.	Police Inspector's report as to the cause of omission of renewal of license in each case.	Remarks.	Order of District Magistrate.
1	2	3	4	5	6	7	8

Note.—In column 4, R. = Rifle, G. = Smooth-bore gun, M. = Magazine, D.B. = Double-barrelled, S.B. = Single-barrelled, B.L. = Breech-loading, M.L. = Muzzle-loading percussion cap, Ma.L. = Match-lock, F.L. = Flint-lock, Re. = Revolver, P. = Pistol, B. = Bayonet, S. = Sword, D. = Dagger.

Arms Act (P.O. No. 43 (h).)

Under section 13 of the Indian Arms Act, 1878, any Magistrate or Police officer can disarm any person going armed without a license or in contravention of its provisions.

Extracts from Notifications and Rules under "The Indian Arms Act, 1878."

I.

The Governor-General in Council is pleased, under section 27, to exempt from the operation of all prohibitions and directions contained in sections 13, 14, 15 and 16 of the Indian Arms Act, 1878, other than those referring to cannon, articles designed for torpedo service, war-rockets, rifles of 303 bore or rifles of 450 bore of the Martini-Henry pattern if such rifles have been imported into British India subsequently to the 20th February 1901 without the special sanction of the Government of India, ball ammunition which can be fired from rifles of the bores and patterns aforesaid, and machinery for the manufacture of arms and ammunition, the undermentioned persons, provided that, except where otherwise expressly stated, the arms or ammunition carried or possessed by such persons shall be for their own personal use, and shall not exceed such quantities (if any) as the Governor-General in Council or a Local Government respecting the territories under its control may from time to time declare to be reasonable for them to carry or possess:—

(1) All Maharajahs, Rajahs, Nawabs, members of any Order of Knighthood; all persons to whom the Kaiser-i-Hind medal has been awarded; all persons bearing a title conferred by the Government of India; all persons who have been granted a sword in public Durbar; all persons who received certificates on the 1st January 1877; all persons who are exempted from personal attendance at Civil Courts.

In the case of subjects of Native States, the Political officers concerned should decide as to what persons are entitled to the benefit of exemption under this clause.

(2) All members or ex-members of the Legislative Councils of the Governor-General, the Governors of Madras and Bombay, and the Lieutenant-Governors of Bengal, the United Provinces of Agra and Oudh, the Punjab and Burma.

(3) All military and naval officers, all soldiers or sailors in the service of His Majesty, the King Emperor of India, all volunteers and such officers of the Police (including members of the Thagi and Dakaiti department), Forest, Postal, Telegraph, Jail, Salt, Opium and Excise departments as the Local Government, by general or special order, may direct.

Note.—A native of India holding the honorary rank of Lieutenant in the Indian Army should be regarded as a "Military officer" within the meaning of this clause.

(1) The officers exempted by the Local Government under this clause are—

(a) Superintendents of Jails and jailors; (b) Inspectors of Police of all classes and Sub-Inspectors of the Madras City Police; (c) Superintendents and Inspectors of Post offices and mail oversers; (d) all gazetted officers of the Forest department, Forest Rangers and Foresters; (e) all Assistant Commissioners, Inspectors and Assistant Inspectors of the Salt and Abkari department; all Assistant Superintendents of the Government Telegraph department. The order lays down also the classes of officers who are required to carry arms for the performance of their duty within the meaning of section 1 (b) of the Indian Arms Act and the occasions or kinds of duty at which such carrying of arms is

necessary. The officers thus authorized and the occasions when the carrying of arms is permissible are—

- (i) Deputy jailors and warders of all grades in the Jail department—when on actual duty.
- (ii) Head constables and constables in the Police department—when escorting prisoners or treasure, when any serious breach of the peace occurs or is anticipated, and when they visit villages on beat-duty at night or patrol high roads.
Ghat Talaiyaris—when they assist the regular Police in guarding roads and hill passes.
- (iii) Sub-Inspectors, petty officers and peons in the Salt and Abkari department—while (i) forming part of a treasure escort; (ii) on preventive duty and when they apprehend any resistance (with the previous orders in writing of the Inspector of the circle).
Petty officers and peons in the Salt and Abkari department—while on treasury, platform or line-guard duty.

(2) Men transferred to Indian Reserve Forces are included in the term 'soldiers' occurring in this clause.

(4) All Magistrates, Justices of the Peace, Deputy Collectors, Honorary Magistrates, and judicial officers of or above the rank of Munsif, and officers of the Public Works Department of and above the rank of Assistant Engineer.

Heads of villages cannot be brought under the general exception of Magistrates in this clause.

(5) All European and East Indian subjects of His Majesty, the King Emperor; all Armenians; and all Americans and Europeans not British-born subjects of His Majesty, who are temporarily residing or travelling in India.

* * * *

(6) All consuls, consular agents, all duly accredited vakils or agents of Native States.

(7) Subject only to such conditions (if any) as may be prescribed by the authority hereinafter indicated, all ruling chiefs and such members of the families or high officials of ruling chiefs as the Local Government may, from time to time, designate, on the occasions of their entering, or residing in, British India, with their retinues, to such numbers as may, in each case, be settled by the Political officer under the orders of the Foreign Department or of the Madras or Bombay Governments in respect to chiefs whose political relations are with those Governments, respectively, and all officials of such chiefs passing through British India on duty.

(8) All retired officers of the Native Army who are in receipt of a pension as such, or who, not being in receipt of such a pension, have been recommended for exemption by their Commanding officers by entry recorded on their discharge certificates, and such pensioned officers of the Civil Departments as the Local Government may, by general or special order, direct.

Note.—The term "Native Army" may be held to include "Imperial Service troops."

(9) The following personages and their retainers :—

The ancient Zamindars and Poligars of the Madras Presidency.

The Mahant of Tirupati in the North Arcot district of the Madras Presidency and his retainers limited by Government to ten.

* * * *

The term 'retainers' may be held to include superior officials in the employ of exempted Zamindars, and District Magistrates can extend to Revenue officials (not Magistrates), where necessary for the requirements of the service, the exemption granted to Magistrates by clause (4) above. Retainers of Native chiefs and exempted persons, however, should not be permitted to be armed with rifles.

* * * *

(10)

All members of District Municipalities and Members of Local Fund Boards (including those of Taluk Boards) appointed prior to 4th April 1895, and such members, if re-appointed with effect from the date of expiry of their previous membership.

* * * *

(17)

All Malikhana holders in the Malabar district.

II.

The Governor-General in Council is pleased, under section 27, to exclude from the operation of any prohibition and direction contained in the Act—

(a) Spears of all kinds, so far as regards the Presidency of Madras.

* * * *

(e) Bows and arrows.

* * * *

(h) Uniform swords and dirks manufactured in Europe of recognized military or official patterns, when possessed by, or intended to be supplied to, persons entitled to wear them as part of their uniforms.

* * * *

(j) Masonic swords and theatrical and fancy dress swords, provided they are virtually useless for offensive and defensive purposes.

* * * *

Air-guns other than toys should be treated as arms for the purposes of that Act. Iron droppings or pellets used by native shikaris instead of shot should be treated as ammunition.

III.

The Governor-General in Council is pleased, under section 27, to withdraw from the operation of prohibitions and directions contained in the Act certain tracts as follows:—

(a) All scheduled districts in the Madras Presidency from all prohibitions and directions save in respect of rifled arms and cannon, and except those directions contained in sections 12 and 25.

Transactions in sulphur, in quantities exceeding 10 seers, are subject to the provisions of the Arms Act even in the scheduled districts.

* * * *

IV.

In exercise of the powers conferred by section 4 of the Indian Arms Act, 1878, the Governor-General in Council is pleased to extend—

- (a) All sections of the Act to sulphur exceeding, in Burma, one seer, and elsewhere throughout British India, ten seers.

* * * *

The word 'seer' used in any Act of the Governor-General in Council must be held to mean the imperial seer of 80 tolas.

Saltpetre and lead are not subject to restriction in this Presidency.

The Governor-General in Council is pleased to declare that leaden bird-shot and bullets, when possessed in quantities exceeding 1 cwt. at any one time, shall be deemed to be military stores, and shall be subject to the restrictions in sections 6, 10, 11, 12, 17, 19, 20, 22, 24, 25, 26, and 28 of the Indian Arms Act, 1878.

VI.

* * * *

3. Persons lawfully entitled to possess arms, or to go armed, are permitted to transport arms or ammunition in reasonable quantities for their own use. Any person abusing this exemption, and transporting such articles otherwise than in reasonable quantities for his own use, will be held to have contravened this rule, and will, on conviction, become liable to the penalties under sections 18 and 19.

The words "lawfully entitled to possess arms" apply to persons licensed according to law to possess arms as well as to persons exempted from the operation of sections 13 and 14 of the Act.

* * * *

4. A license to transport arms or ammunition or military stores is void, if the consignment breaks bulk at any place short of the district for which it may be granted. * * *

N.B.—The Government have ruled that a license for the transport of fireworks, as such, may be dispensed with.

(G-D. * * * *)

N.B.—No license is necessary for the export of arms, ammunition or military stores issued to Native States from British Arsenals under the orders of Government. Each consignment, however, should be covered by a certificate signed by the officer in charge of the Arsenal.

Note.—(1) No licenses are necessary in the case of lead cutting swords imported into British India by, and for the use of, the Native Cavalry regiments.

(2) No licenses are necessary to import masonic swords when not intended for sale.

(3) When arms and ammunition are simultaneously imported, a license under the Arms Act is necessary for the import of the arms, and another under the Explosives Act for the import of the ammunition, irrespective of the question whether a license under the Arms Act has been obtained or not.

* * * *

11. *** Every holder of a license to manufacture, convert, keep and sell arms or ammunition or military stores, shall keep registers of the same, of all stock in hand, and of all sales in the forms prescribed by Government. He shall exhibit his stock and registers on demand by any Magistrate or by any Police officer not below the rank of Inspector. Magistrates and all Police officers not below the rank of Inspector are empowered to enter and inspect any premises within their several jurisdictions in which arms or ammunition or sulphur are manufactured or kept, and to examine the stock and accounts of receipts and sales of arms, ammunition and military stores. Any person licensed to sell arms and ammunition shall affix, on a conspicuous part of his shop or usual place of business, a signboard, on which shall be painted in large letters in English, or in

the vernacular of the district, his name, and the words "Licensed to manufacture, (or licensed to deal in) arms, ammunition and military stores," as the case may be. He shall also post up in his shop a copy of section 28 of the Indian Arms Act either in the vernacular of the district or in English.

The term "manufacture" cannot be construed to include "repair" and no license need be taken merely for the carrying on the business of repairing arms.

Only one shop or place of sale is covered by one license. There is, however, no objection to the licensee using other buildings for the storage of his goods, provided such places are mentioned in the license.

The manufacture, possession and sale of fireworks as such is permissible without a license under the Arms Act, but the making of powder to be used in the fireworks or its possession requires a license. In the districts in which the Explosives Act is in force, a license must be taken out under that Act even for transactions in fireworks.

The pages of the stock books to be maintained by holders of licenses must be numbered and, before any entries are made, the books must be exhibited, together with the manufacturer's or dealer's license, to a Divisional or Subordinate Magistrate, who will sign and seal with his official seal the first and last pages of each book.

13. * * * *

In this Presidency, four taluks, viz., Calicut, Ernad, Walavanad and Ponnani have been disarmed.

As a general rule, all licenses, unless renewed, shall expire on the 31st December.

* * * *

15. Licenses to possess firearms or ammunition or military stores in districts which have not been disarmed may be granted in Form X without fee. Such licenses will not authorize the holders to go armed or to carry arms. In districts which have not been disarmed, as well as in disarmed districts, licenses to possess and carry arms will be liable to fees.

(1) The free licenses granted for possession under rule 15 are applicable to firearms and ammunition and military stores, and not to swords or spears. Weapons other than firearms may be possessed without a license in districts which have not been disarmed; but the possessors cannot go armed or carry such arms without license under rule 15.

(2) Searches in respect of an offence punishable under section 19, clause (f) of the Arms Act must be made in the presence of a Magistrate, an Inspector or Sub-Inspector of Police or of a head of a village; in the taluks of Calicut, Ernad and Walavanad in the district of Malabar such searches may be made in the presence of a station-house officer as well.

Licenses under this rule shall expire on the 31st December of the fifth year of their currency.

* * * *

The priests or wardens of pagodas are permitted to keep without a license gunpowder for the purpose of loading and firing "adirvedis," provided they purchase from licensed dealers. (G.O., No. 1663, Judicial, dated 17th August 1881.)

The High Court has ruled that, whenever guns or other arms in respect of which licenses have to be taken by purchasers under the Indian Arms Act XI of 1878 are sold by public auction in execution of decrees, the Court directing the sale shall give due notice to the Magistrate of the district of the names and addresses of the purchasers and of the time and place of the intended delivery to the purchasers of such arms, so that proper steps may be taken by the Police to enforce the requirements of the Indian Arms Act.

If a gun, covered by a license in Form XI of the Arms Act, 1878, *i.e.*, by a license to possess arms and ammunition for the purpose of destroying wild animals, is lost or stolen, the license-holder shall at once give notice of the fact at the nearest Police station.

Arms Act (P.O. No. 43 (h)).

*Proceedings of the Madras Government. Judicial Department,
dated 15th September 1879, No. 2365.*

His Grace the Governor in Council observes that, in the Madras Presidency, by No. 6* of the rules framed by the Governor-General in Council under section 17 of the "Indian Arms Act, 1878," importation or exportation of arms by sea as distinguished from the transporting of arms from one part of India to another, can only take place at Madras or Calicut; and the procedure to be observed is therein defined.

Revised Edition, printed
with G.O., No. 581, Judicial
Department, dated
19th March 1879.

[* Compare clause VI
(6) in the latest issue.]

2. It has been recently brought to notice that in some instances "arms" (which phrase includes under the Act "parts of arms and machinery for manufacturing arms") have been landed and brought into the Custom-house at Madras without the license required by section 6 of the Arms Act, the importer proposing thereafter to apply for the necessary license. This is absolutely illegal except in the case of an "exempted" person importing such goods in reasonable quantities for his own private use; and persons so acting render themselves liable to the penalties prescribed by the Act, *viz.*, imprisonment up to three and in certain circumstances up to seven years, or fine, or both, together with confiscation of the whole or any portion of the arms, etc. The unlicensed importation into or exportation out of British India by land, and the unlicensed transport of arms from one port of British India to another, whether by sea or land, are equally offences, except by exempted persons as aforesaid.

3. Superior officers of Police and Customs will instruct their subordinates as to the provisions of the Arms Act and Rules, a special responsibility resting upon them, as well as upon all Railway *employés* and public carriers to report offences against the Act. It should further be notified that rewards will be given for information or other assistance towards the conviction of the offenders. Such rewards will not be less than half the estimated value of the articles confiscated under section 24, and will be distributed by the Commissioner of Police or the District Magistrate, after conviction in each case, to the persons who may have entitled themselves to such payment, in such proportions as may appear equitable.

4. The provisions of section 12 of the Arms Act, *viz.*, "arrest of persons carrying arms, etc., under suspicious circumstances," should also be promulgated.

Government Arms and Ammunition.—Prosecution of persons in illicit possession of—(P.O. No. 43 (i)). [G.O., No. 924, Judicial, dated 29th May 1896.]

READ—the following paper :—

From J. P. HEWETT, Esq., C.I.E., Secretary to the Government of India, Home department (Public), to the Chief Secretary to the Government of Madras, dated Simla, the 6th May 1896, No. 11—839 (Public).

Two cases have recently been brought to the notice of the Government of India which showed that the regulations restricting the possession by private individuals of Government arms and ammunition are at present imperfect. In one a native shopkeeper in a city bazaar was found selling Government Martini-Henry rifle ball ammunition, and in the other a native purchased a Martini-Henry rifle which

had been stolen by a peon from a Volunteer Corps. No legal proceedings were instituted in the first case because the Law officers of Government were of opinion that the possession by a civilian of Government ammunition was not necessarily illegal under the existing law. In the second case, proceedings were at first instituted against the purchaser under Act XI of 1878, but the case was subsequently withdrawn, as it was thought that a prosecution could not be successfully maintained, either under the Arms Act or the Penal Code.

2. Troops in India are constantly subject to thefts of arms of precision, and as these arms are of little or no use without their special ammunition, it is considered by the military authorities highly important to prevent such ammunition from becoming generally available. In order to prohibit the possession of Government arms and ammunition, even when a license to possess arms and ammunition has been obtained, a clause was in 1894 added to the conditions printed on the back of Forms VI to XI of the forms of licenses prescribed in the rules issued under the Indian Arms Act to the effect that these licenses do not authorize their holders to possess Government arms or ammunition. The notification* publishing the additional clause in question was communicated to you with the circular letter of this Department, Nos. 535—544, dated the 16th March 1894.

* No. 532, dated the 16th March 1894.

It is evident, however, that in cases in which it may be desired to prosecute for the illicit possession of Government arms and ammunition, the onus of proving that such arms and ammunition are the property of the State will lie with Government, unless it can be shown that they bear a well-known distinguishing mark. It appeared, therefore, to the Government of India necessary that some easily recognisable Government mark should be stamped upon all Government arms and small-arm and machine-gun ammunition, whether manufactured in England or in India, and also, as stated in the circular letter above referred to, that Government arms which have been sold or given away should be suitably marked so as to show that they have ceased to be the property of Government.

3. It has been arranged with the Secretary of State for India that in the case of all small-arm and machine-gun ammunition manufactured in England for use

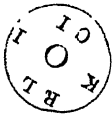
in India, each cartridge will in future be stamped with the Government mark I on the base. Arms obtained from the War Office in England bear the mark

W. D., and those provided by the India Office, London, are marked I. I am to append statements containing complete information as to the distinguishing Government marks on Government arms and ammunition whether manufactured in England or in India. All arms which are sold or given away, and which thus cease to be the property of Government, will be distinguished from Government arms by bearing the mark of inverted arrows † together with the Arsenal monogram and date of issue in the places indicated at the end of the last statement hereto annexed.

4. Instructions should, with the permission of His Excellency the Governor in Council, be now issued to district and other local authorities with a view to the prosecution, under the provisions of the Indian Arms Act, 1878, of persons who may be in possession of arms and ammunition which are the property of Government.

Table showing marks on Small-Arms and Machine-Gun Ammunition.

(G.O., No. 919, Judicial, dated 22nd June 1901.)

Nature of Cartridge.	English manufacture * marked on the base when made.			Indian manufacture.		Remarks.
	Wholly by Royal Laboratory.	By Royal Laboratory from cases supplied by contract.	By contract.	Dum Dum.	Kirkc.	
Cartridges aiming tube.	None made ...	None made ...	Nil ...	None made ...	None made ...	Labels on boxes "K.I.F." (a). (a) Not now made.
Cartridges, M.-G. ball—1 inch steel ...	B 1 L & numeral.	Contractor's number and numeral.	Contractor's initial † and numeral.	Cartridges made up with English capped cases and bullets have been filled in Dum Dum. This information is on the wrappers and labels of boxes. If made in future	None made.	
.4 do. ...	Do.	Do.	Do.	D I would be stamped on base of case.	Do.	
.45 do. ...	Do.	Do.	Do.	None made ...	Do.	
.45 inch Maxim. M.H. Chamber cordite(1).	B 1 L & numeral "C."	Contractor's number "C" and numeral.	Contractor's initial and "C."	Cartridges are made up with English uncapped cases stamped	Cartridges made up with English uncapped cases, marked,	
				D I and C on base in addition to the English marks. Bullets are stamped C on base. In future D will be stamped on base.		

* Cartridges made in England for the Indian Government will have the Indian "I" stamped on them.

† Contractor's initials are as follows:—

K.—Kynoch and Company.
L.—Birmingham Metal Munitions Company.

G.B.—Greenwood and Batley.
K.N.—King's Norton Metal Company.




E.—Eley Brothers.

Table showing marks on Small-Arms and Machine-Gun Ammunition—cont.

Nature of Cartridge.	English manufacture * marked on the base when made.			Indian manufacture.		Remarks.
	Wholly by Royal Laboratory.	By Royal Laboratory from cases supplied by contract.	By contract.	Dum Dum.	Ku kec.	
Cartridges, M.-G. Blank, 1-inch.	R ↗ L & numeral.	Contractor's number and numeral.	Contractor's initial and "C."	None made	None made.	
Cartridges M.-G. Blank, .4-inch.	Do.	Do.	Do.	Blank cartridges are made up with English cases. The cartridges made hitherto have no marks on them to show where they were made, but this information is given on the wrappers and labels of boxes. Any made in future will have D I stamped on base in addition to the English marks.	Do.	
Cartridges, M.-G. Blank, .45-inch.	Do.	Do.	Do.	None made	Do.	
Cartridges, M.-G. Blank, M.H. Chamber.	Do.	Do.	Contractor's initial and numeral.	Blank cartridges are made up with English cases. The cartridges made hitherto have no marks on them to show where they were made, but this information is given on the wrappers and labels of boxes. Any made in future will have D I stamped on base in addition to the English marks.	Do.	

* Cartridges made in England for the Indian Government will have the Indian "I" stamped on them.

Table showing marks on Small-Arms and Machine-Gun Ammunition—cont.

Nature of Cartridge.	English manufacture * marked on the base when made.		Indian manufacture.		Remarks.
	Wholly by Royal Laboratory.	By Royal Laboratory from cases supplied by contract.	By contract.	Dum Dumm.	Kin kee.
Cartridges, S.A. ball, -303 powder.	R / L & numeral.	Contractor's number † and numeral. ‡	Contractor's initial and numeral.	Not now made D, last two figures of year of manufacture, and numeral stamped on base of case, also D stamped on base of bullets.	None made.
Cartridges, S.A. ball, -303 cordite.	R / L & numeral. thus— 	Contractor's number "C," and numeral thus— 	Contractor's initial and numeral thus— 	D I stamped on base of case, also D stamped on base of bullet. Previous to 10th February 1897 the cases were stamped with letters D, C, and numeral, also D stamped on base of bullet.	"K" and "I" stamped on base of cartridges; Cons-pore metal has a stamped* on base of cartridge to distinguish it from English metal.
Cartridges, S.A. ball, B.L. S.B.	None made ..	None made ..	None made ..	Two narrow red bands round centre of body of case.	One red band round centre of body.

* Cartridges made in England for the Indian Government will have the Indian "I" stamped on them.

† Contractors' numbers, which are always in Arabic numerals are as follows:—

1. Greenwood and Batley.
2. Kynoch.
3. Birmingham Metal and Munitions Company.
4. British Munition Company.
5. Greenfield and Ardes.
6. King's Norton Metal Company.
7. (Not utilized.)
8. Eley Brothers.

Note.—Not applicable when the numbers appear in conjunction with "R/L," in which case the number which have different meaning from those in this list, indicate the contractors who supply the metal only.

‡ By "numeral" is meant the ' mark, which is always in Roman figures; thus ' II ' means "Mark II."

Table showing marks on Small-Arms and Machine-Gun Ammunition—cont.

Nature of Cartridge.	English manufacture * marked on the base when made.			Indian manufacture.		Remarks.
	Wholly by Royal Laboratory.	By Royal Laboratory from cases supplied by contract.	By contract.	Dum Dum.	Kirkee.	
Cartridges, S.A. ball, M.H. Carbine solid case.	R ↗ L & numeral.	Contractor's number and numeral.	Contractor's initial and numeral.	None made	None made.	
Cartridges, S.A. ball, M.H. Carbine rolled case.	↗ on opposite sides of flange of cap chamber.	None made ...	None made ..	↗ D I stamped on body of case, and D and number of forming machine on base of bullet. Previous to 23rd October 1896 the cases were not stamped.	"K" and number of forming machine stamped on base of bullet until 9th July 1896 when "K ↗" was stamped on side of case.	
Cartridges, S.A. ball, M.H. Rifle solid case.	R ↗ L & numeral.	Contractors' number and numeral.	Contractor's initial and numeral.	None made	None made.	
Cartridges, S.A. ball, M.H. Rifle rolled case.	↗ on opposite sides of flange of cap chamber.	None made	None made ...	↗ D I stamped on body of case, and D and number of forming machine on base of bullet. Previous to 23rd October 1896 the cases were not stamped.	"K" and number of forming machine stamped on base of bullet until 22nd January 1896 when K.E. was stamped on base of cartridge. On 8th August 1896 K ↗ I was stamped on side of case.	
Cartridges, S.A. ball, Pistol, Webley powder (Mark I).	R ↗ L & numeral.	Contractor's number and numeral.	Contractor's initial and numeral.	D.D. and numeral stamped on base of case.	K & I stamped on base of cartridge.	

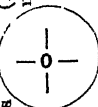

* Cartridges made in England for the Indian Government will have the Indian "I" stamped on them.

Table showing marks on Small-Arms and Machine-Gun Ammunition—cont.

Nature of Cartridge.	English manufacture * marked on the base when made.			Indian manufacture.		Remarks.
	Wholly by Royal Laboratory.	As for 3(3 inch cordite.	By Royal Laboratory from cases supplied by contract.	By contract.	Dum Dum.	
Cartridges, S.A. ball, Pistol Webley cordite.	As for 3(3 inch cordite.	As for 3(3 inch cordite.	As for 3(3 inch cordite.	As for 303 inch cordite.		
Cartridges, S.A. ball, Snider.	Nil ...	Nil ...	Nil ...	Nil ...		K & I stamped on base of cartridge. One red line round centre of case. None made now.
Cartridges, S.A. blank, M.H. or Snider Rifle or Carbine—	on opposite sides of flange of cap chamber.	None made ...	None made ...	None made ...		Till 22nd January 1896 no marks. Since then marking the same as M.H.R. & C. ball. do.
Converted ...	Nil ...	Nil ...	Nil ...	Nil ...		do.
Manufactured ...	Original marks of ball case.	None made ...	None made ...	None made ...		Bear original marks on ball cases. None made.
Cartridges, S.A. blank, 302 inch black powder—	R A. L. & numeral.	Contractor's number and numeral.	Contractor's initial and numeral.	Contractor's initial and numeral.		
Converted ...						
Manufactured ...						

* Cartridges made in England for the Indian Government will have the Indian "I" stamped on them.

Table showing marks on Small-Arms and Machine-Gun Ammunition—cont.

Nature of Cartridge.	English manufacture * marked on the base when made.			Indian manufacture.		Remarks.
	Wholly by Royal Laboratory.	By Royal Laboratory from cases supplied by contract.	By contract.	Dum Dum.	Kirkee.	
Cartridges, S.A. blank, .308 inch cordite— Converted ...	Original marks of ball case cancelled by a ring.	None made ...	None made ...	Have original marks of ball cases. Since 28th September 1900 the cases have also been stamped on base thus  (I.L.C. contractor's number 3923).	Stamped— <i>vide</i> I.L.C. contractor's number 3053, i.e., original marks of ball case cancelled by a ring.	
Manufactured ...	R 1/2 L & numeral, & "C."	Contractor's number "C" and numeral.	Contractor's initial "C" and numeral.	D I stamped on base of case and also stamped on base— <i>vide</i> I.L.C. contractor's number 3923, since 28th September 1900.	Bear the same marks as ball until 2nd October 1900 when marked— <i>vide</i> I.L.C. contractor's number 3923, thus 	
Cartridges, S.A. Buckshot, M.H.	on opposite sides of flange of cap chamber.	Nil ...	Nil ...	D I stamped on body of case. Previous to 23rd October 1896 the cases were not stamped.	No mark till 11-97 when "K I" was stamped on side of case.	

* Cartridges made in England for the Indian Government will have the Indian mark "I" stamped on them.

Table showing marks on Small-Arms and Machine-Gun Ammunition—cont.

Nature of Cartridge.	English manufacture * marked on the base when made.			Indian manufacture.	Remarks.
	Wholly by Royal Laboratory.	By Royal Laboratory from cases supplied by contract.	By contract.		
Cartridges, S.A. Buck-shot Snider.	Nil ...	Nil ...	Nil ...	Dum Dum.	One narrow red line round centre of body of paper case.
Cartridges, S.A. Buck-shot Snider I.P., Mark II.	None made ...	None made ...	None made ...		"K I" on side (brass case).

* Cartridges made in England for the Indian Government will have the Indian mark "I" stamped on them.

Table showing method of marking Government Arms.

Arm or part of Arm.	Government view mark.	Remarks.
Rifles and Carbines, Martini-Henry.	Crown, "V.R.," and small crown with arrow reversed, also date and place of manufacture.	On body (right side).
M.M. and M.E. Carbines.	Crown, "V.R.," and small crown with arrow reversed, also date and place of conversion.	On body (left side).
Barrels	First and Second proof " \wedge ," "W.D.," and viewer's distinguishing marks.	
Components	Either " \wedge ," or "W.D.," or both (viewer's distinguishing mark when practicable).	Small screws and pins not marked.
Butts	" \wedge ," and "W.D.," and place of manufacture, also viewer's distinguishing mark.	In centre.
Butts, spare	Viewer's marks only	On under side and ends.
Fore-ends	Viewer's distinguishing mark only	This is the only component, except spare butts and small screws, etc., which does not bear a Government mark.
Rifles and Carbines, Magazine Lee-Metford and Lee-Enfield.	Crown, "V.R.," also date and place of manufacture.	On body.
Barrels	First and Second proof " \wedge ," "W.D.," and viewer's distinguishing mark.	
Components	Either " \wedge ," or "W.D.," or both (viewer's distinguishing mark when practicable).	Small screws and springs not marked.
Butts	" \wedge " and "W.D.," also viewer's distinguishing mark.	In centre.
Butts, spare	Viewer's marks only	On under side and ends.
Fore-ends	Viewer's distinguishing mark only	This is the only component, except spare butts and small screws, etc., which does not bear a Government mark.
Rifles and Carbines, Snider and Muskets and Carbines, B.L. S.B.	Crown, "V.R.," small crown with arrow reversed, also place and date of manufacture. (If made for the Government of India, "E.I.G." instead of "V.R.")*	On lock.
Barrels and breech blocks.	First and Second proof " \wedge ," "W.D.," and viewer's distinguishing mark.	
Components	Either " \wedge ," or "W.D.," or both (viewer's distinguishing mark when practicable).	Small screws and springs not marked.
Stocks	Small crown, viewer's distinguishing mark, also place of manufacture.	In centre of butt.
M.L. Arms	Crown, "V.R.," small crown with arrow reversed, also place and date of manufacture. (If made for the Government of India, "E.I.G." instead of "V.R.")*	On lock.
Barrels	First and Second proof, " \wedge ," "W.D.," and viewer's distinguishing mark.	
Components	Either " \wedge ," or "W.D.," or both (viewer's distinguishing mark when practicable).	Small screws and pins not marked.
Stocks	Small crown, viewer's distinguishing mark, also place of manufacture.	In centre of butt.

Table showing method of marking Government Arms—cont.

Arm or part of Arm.	Government view mark.	Remarks.
Sword-bayonets— Pattern 1887 and 1888.	Crown "V.R.," [↗] "A," with or without "W.D.," and viewer's distinguishing mark.	
M.H. Artillery Carbine and Rifle converted.	" [↗] ," "W.D.," and viewer's distinguishing mark and date.	
Bayonets, triangular ...	" [↗] ," "W.D.," and viewer's distinguishing mark and date.	
Lances ...	" [↗] ," "W.D.," and viewer's distinguishing mark. (If made in India, place and date of manufacture.)	On head and shoe.
Pistols, swords, Cavalry S.S. and drummers and buglers, Naval cutlasses and scabbards.	" [↗] ," "W.D.," and viewer's distinguishing mark.	On blade near hilt.
* Swords, drummers, N.P. Cavalry tulwar, and warrant and non-commissioned officers.	[↗] and I.S.D.	Do.

N.B.—All arms issued are marked with the Arsenal initial, date and year of issue. Carbines and rifles without discs marking on the butt immediately above the manufacturing mark. Rifles and carbines having discs marking are marked on the disc, and pistols (other than Wobley) on the stock, on the right hand side, Webley pistol on the upper part of the strap of stock.

All arms issued to Native States are marked, on the left side of the bed of the backsight, with the letters "N.S.," and below them the first two or three letters of the name of the State, so as to clearly designate the State to which the arms have been issued.

All arms which are sold or given away, and which thus cease to be the property of Government, are marked with inverted arrows ([↘]) between the issuing Arsenal initials with date ([↘]) of issue in the places indicated below, viz:—

—	Barrel.	Body.	Butt.
Magazine arms ...	Top of knox form ...	Below manufacture mark.	Above manufacture mark.
M.H. or M.E. arms.	Left side near proof mark.
Snider arms ...	In front of backsight.
Pistols ...	Top of knox form ...	Nil.	Nil.

Side arms will also be marked on the blade, two inches from the hilt.

* All arms provided by the India office are marked "[↗]," "[↗]ISD" or "[↗]EIG".

All rifles and carbines thoroughly repaired in Indian Arsenals, for stock and reissue, are marked in centre of butt with the name of the repairing Arsenal encircling the "[↗]I".

Explosives Rules (P.O. No. 47-B).

For rules regulating the *transport* and *importation* of Explosives—See Police Gazette, Part I, dated 18th January 1902, and subsequent amendments in Police Gazettes, dated 5th April 1902, 1st November 1902, 25th July 1903, 1st August 1903, 15th August 1903 and 18th March 1905.

For rules regulating the *manufacture*, *possession* and *sale* of Explosives in the Madras Presidency—See Police Gazette, dated 11th September 1897, and subsequent amendments in Police Gazettes, dated 29th October 1898, 24th June 1899, 10th February 1900, 15th June 1901, 18th January 1902, 23rd August 1902, 28th February 1903, 9th May 1903 and 5th September 1903.

General.—See Police Gazettes, dated 18th September 1897, 23rd September 1899, 1st October 1904 and 18th March 1905.

Petroleum Rules (P.O. No. 54).

NOTIFICATION.

MADRAS IMPORT RULES.

In exercise of the powers conferred by section 9 of the Petroleum Act, VIII of 1899, the Governor of Fort St. George in Council is pleased, with the previous sanction of the Governor-General in Council, to make the following rules to regulate the importation of petroleum by sea into the Presidency of Madras:—

(1) All words and expressions used in these rules and defined in the Act shall, in these rules, have the meanings respectively assigned to them by the Act.

(2) In these rules—

“Petroleum declared dangerous” means petroleum which the master of a ship has declared under rule 3 to be dangerous petroleum:

“Certificated petroleum” means petroleum covered by a certificate granted at the port of shipment of such description as the Local Government may, from time to time, by written order prescribe, and to the effect that the petroleum is not dangerous petroleum:

“Uncertificated petroleum” means petroleum which the master of the ship has not declared under rule 3 to be dangerous petroleum, and which is not covered by a certificate as aforesaid:

“Petroleum reported dangerous” means petroleum stated in a report signed by the Testing-officer and deposited in the office of the Collector of Sea Customs to be dangerous petroleum:

“Petroleum reported not dangerous” means petroleum stated in a report as aforesaid not to be dangerous petroleum: and

“Testing-officer” means the Testing-officer appointed by the Governor in Council under section 10 of the Act for any port at which petroleum may be imported under these rules.

Ports at which Petroleum may be imported.

Cocanada, Madras,
Cochin, Calicut, Tuticorin and Mangalore.

2. The ports mentioned in the margin are hereby declared to be the only ports at which petroleum may be imported.

Importation of Petroleum at the Port of Madras.

3. The master of, and the agent (if any) for, every ship arriving at the port of Madras and carrying petroleum shall, as soon as practicable after the ship has entered the port and before any cargo is landed from it, declare in writing to the Collector of Sea Customs—

(a) what quantity of petroleum the ship is carrying;

(b) whether any, and, if so, what part of it is dangerous petroleum; and

(c) whether any, and, if so, what part of it is certificated petroleum.

Where the master or agent declares that any petroleum is certificated petroleum, he shall produce to the Collector of Sea Customs the certificates covering the same.

* * * *

6. No petroleum not covered by an import license granted under section 5 of the Act shall be landed until it has been reported not dangerous, save upon such conditions and at such places as the Collector of Sea Customs may prescribe.

7. If the petroleum declared or reported dangerous on board a ship exceed forty gallons, no portion of that petroleum shall be landed, unless the whole of it is covered by an import license granted under section 5 of the Act.

8. If there is on board a ship uncertificated petroleum in respect of which the report of the Testing-officer has not been deposited as hereinbefore provided, and also petroleum declared or reported dangerous, and the aggregate exceeds forty gallons, no portion thereof shall be landed unless the aggregate is covered by an import license granted under section 5 of the Act.

* * * *

10. When petroleum imported otherwise than in bulk is landed within the port—

- (1) it shall be landed only in cargo boats, and after sunrise and before sunset, and only at such place or places as the Conservator of the port shall direct;
- (2) no smoking, fire or light of any description shall be allowed in any cargo-boat during the time that the petroleum is on board the boat.

11. All petroleum landed otherwise than in bulk may be stacked on the beach until the number of packages has been verified. This shall be done without unnecessary delay and the petroleum shall then be conveyed to premises in respect of which a license for the possession of petroleum has been granted.

* * * *

13. Nothing in rules 5 to 12 (both inclusive) shall apply to any petroleum which is intended only for lubricating purposes and has a flashing-point above 150° of Fahrenheit's thermometer. On the master of, or the agent for, a vessel certifying in writing that any petroleum on board is of this description, the Collector of Customs may allow it to be discharged in the same manner as ordinary cargo; but the Commissioner of Police may at any time require a sample of any portion of it to be delivered to him with a view to having it tested.

Importation at other ports.

14. The procedure proscribed by rules 3 to 13 to be followed at Madras shall also be followed in the marginally-noted ports: Provided that the powers and duties possessed under the above rules by the Collector of Sea Customs shall be possessed and exercised by the District Magistrate or such other officer as the Local Government may, from time to time, by an order in writing, appoint on this behalf.

Mangalore, Cochin,
Calicut, Tuticorin and
Cocanada.

General.

15. Nothing in the foregoing rules applies to petroleum other than dangerous petroleum comprised in a ship's stores and manifested as such provided it is not of unreasonably large amount; if any question arises as to whether any petroleum manifested as ship's stores is of an unreasonably large amount, the decision thereon of the Collector of Sea Customs in Madras and of the District Magistrate or such other officer as aforesaid elsewhere shall be final.

NOTIFICATION.

In exercise of the powers conferred by section 9 of the Petroleum Act, VIII of 1899, and in supersession of all previous notifications on the subject, the Governor of Fort St. George in Council is pleased, with the previous sanction of the Governor-General in Council, to make the following rules to regulate the granting of licenses to possess or transport petroleum in the Presidency of Madras :—

(1) All words and expressions defined in the Act and used in these rules shall have in these rules the meanings assigned to them respectively by the Act, and

(2) "City of Madras" includes every place for the time being within the local limits of the ordinary original civil jurisdiction of the High Court of Judicature at Madras.

(3) For the purposes of these rules,—

(a) Motor vehicle includes all vehicles propelled by mechanical means on ordinary roads;

(b) "Petrol" means petroleum spirit or other dangerous petroleum used for the propulsion of motor vehicles;

(c) "Petroleum in bulk" means petroleum in any vessel or receptacle having a capacity of 300 gallons and upwards.

2. These rules shall extend to all the territories administered by the Governor of Fort St. George in Council.

Note.—Liquid fuel, which has its flashing point at or above 205° of Fahrenheit's thermometer (Abel's close test), and which is proved to the satisfaction of the Collector of Customs to be intended for use as fuel, is exempted from the provisions of sections 9 and 11 of the Petroleum Act VIII of 1899 and the rules made thereunder.

3. Licenses for the possession of petroleum within the City of Madras shall be granted only when—

(1) the building itself is constructed with stone or brick walls, with terraced, tiled or iron roofs, and with tiled or paved or earthen floors;

(2) the doorways and openings of the building are built up to a height of not less than two feet above the level of the road or street, or the floor is sunk at least two feet below the level of the road or street in such a manner that the petroleum cannot flow out in case of fire; and

(3) the building is separated by a clear open space of twenty feet on every side from any other building: Provided that the licensing officer may, for special reasons to be stated in writing, dispense with this condition.

The storage capacity of any building so licensed shall be calculated at the rate of ten gallons for three cubic feet.

4. Licenses for the possession of petroleum in places outside the City of Madras shall be granted only when—

(1) the building itself is built of brick, stone or earth, with terraced, tiled or iron roofs;

(2) the building is separated by an open space of at least twenty feet on every side from any other building (provided that the licensing officer may, for special reasons to be stated in writing, dispense with this condition); and when the building is surrounded by a wall or earthen embankment not less than four feet high with a trench close to, and completely surrounding the building of sufficient capacity to hold all the petroleum stored and to prevent its escape beyond the limits of the trench in case of fire.

The storage capacity of any building so licensed shall be calculated at the rate of ten gallons for three cubic feet.

5. Notwithstanding anything in rules 3 and 4, and subject to such conditions as may be prescribed in this behalf, a license may be granted for the possession of any stated quantity of petroleum in a place specially prepared for the storage of petroleum in bulk in accordance with specifications and plans approved by the Local Government. The capacity in gallons which shall be calculated at the rate of six gallons per cubic foot shall be conspicuously marked on every storage-tank or other receptacle in such place.

Provided that the Local Government may also permit the storage of petroleum in tins and cases in any place licensed under this rule for the storage of petroleum in bulk, subject to such further conditions and restrictions as they may think fit to prescribe in this behalf in the license issued under this rule.

6. (1) Every tank or other receptacle for the storage of petroleum in bulk shall be protected by an efficient lightning conductor :

Provided that a tank or receptacle, which is not of sufficient capacity to contain 10,000 gallons of petroleum need not be so protected, if it is so situated as not to be liable to cause danger in the event of the petroleum being ignited, *i.e.*, if it is not in close proximity to any other such tank, or receptacle, or to any building, and if it is surrounded by a wall, or moat, or combination of both, sufficient to prevent the flow of petroleum beyond certain circumscribed limits in the event of the escape of the whole contents of the tank when full.

(2) Not less than once in every year the licensee of an oil depot provided with a lightning conductor under sub-rule (1) shall test or cause to be tested the efficiency of the conductor in such manner as the authority granting the license may, by general or special order, declare to be sufficient.

The following procedure shall be adopted in testing lightning conductors provided for the protection of tanks or other receptacles for the storage of petroleum in bulk :—

About the beginning of April of each year the licensee of an oil depot provided with a lightning conductor shall apply to the Public Works Divisional-officer (in the City of Madras to the Consulting Architect to Government) to have the conductor attached to his installation tested. Thereupon the Divisional-officer (or the Consulting Architect) shall himself carry out the test or depute a qualified officer to do the work. A register shall be maintained at each depot wherein shall be entered the dates of testing as also any instructions issued by the testing officer. Such instructions shall be promptly attended to by the licensee.

(3) Notwithstanding anything contained in sub-rule (2), an officer appointed in writing by the Local Government in this behalf may enter any place which is provided with a lightning conductor under sub-rule (1) for the purpose of testing the efficiency of the conductor, at any time after sunrise and before sunset.

7. The following officers may, within the areas respectively specified below against their names,—

- (a) enter, inspect and examine, at any time, any place, carriage or vessel in which petroleum is being possessed, stored, transported or imported under a license granted under the Indian Petroleum Act, 1899 (VIII of 1899), or in which they have reason to believe that petroleum has been or is being possessed, stored, transported or imported in contravention of that Act or of the rules made under that Act;
- (b) search for petroleum therein; and
- (c) take samples of the petroleum found therein on payment of the value thereof.

Sections 13 and 14 of the Act shall apply to the testing of samples taken under this rule.

Officers.	Areas.
Chief Inspector and Inspector of Explosives.	In all parts of the Presidency.
All District Magistrates.	Within their respective districts.
All Magistrates subordinate to the District Magistrate.	Within the areas respectively subject to their jurisdiction.
President of the Corporation of Madras.	In the City of Madras.
Any Police officer of, or above, the rank of Inspector.	Within the areas over which respectively their authority extends.

* * * *

10. (1) General licenses for a period of twelve months may be issued for the transport of petroleum in bulk by rail, by road or by water. Such licenses shall authorize the holders to transport in bulk any petroleum *bond fide* their own property, without restrictions as to destination or quantity. Every such license shall specify the marks and numbers of wagons, ships or carts covered by it, and state that such wagons, ships or carts have been certified or approved under rule 14, clauses (2) and (3). Such licenses shall be granted by a Secretary to Government only.

(2) General licenses for a period of twelve months may be issued also for the transport of petroleum otherwise than in bulk by rail, by road or by water,

(3) The holder of a general license granted under rule 10 (2) shall, with each consignment of petroleum conveyed under cover of his license, issue a pass specifying the places from and to which the petroleum is to be conveyed and the quantity of petroleum covered by it. Each pass shall be numbered, and the number of the general license under cover of which the petroleum is transported shall be legibly marked on a conspicuous part of the vehicle used for the conveyance of petroleum.

(4) Where the petroleum is conveyed by ship, the petroleum shall be stored in such part of the ship and in such manner as may be approved by the licensing officer, or any officer appointed by him in writing in this behalf.

(5) Where the petroleum is conveyed by boat, no person shall smoke or light a fire in such boat. The person or persons in charge of such boats shall, from sunrise to sunset, show at its stern a red flag eighteen inches long and twelve inches broad, having the words "Petroleum Boat" marked on it in black letters.

(6) Where the petroleum is conveyed by cart, the person or persons in charge of such carts shall not permit them to be moved after sunset or before sunrise or to carry any light.

(7) Where the petroleum is conveyed by rail, the petroleum shall be subject to all the regulations which may, from time to time, be prescribed generally or specially in that behalf by the railway authorities of the line or lines over which it may be conveyed.

(8) The issue of a general license to transport petroleum granted under this rule shall be immediately notified by the licensing authority in the *Fort St. George Gazette*.

If the general license is for the transport of petroleum in bulk, particulars as to the marks and numbers of the wagons, ships or carts shall be appended to the notification.

If the general license is cancelled the fact of the cancellation shall be immediately notified in the *Fort St. George Gazette* by the authority cancelling the license.

11. Special licenses for the transport of petroleum shall be in force for such period not exceeding six months from the date of the grant of the license as may be specified in the license.

12. Every special license for the transport of petroleum shall specify the places from and to which, respectively, the petroleum is to be conveyed, the quantity of petroleum covered by the license, and the time for which the license is in force; or in the case of petroleum to be carried in bulk, shall state that the wagon, vessel or cart in which it is to be carried has been approved or certified, as the case may be, as required by clauses (2) and (3) of rule 14.

*

*

*

*

14. (1) Licenses for the transport of petroleum otherwise than in bulk shall only be granted if the petroleum to be transported is packed in air-tight tins, air-tight tanks or drums of steel or iron, or other vessels not easily broken, or is contained in stoppered bottles carefully packed so as to avoid the risk of breakage.

(2) Licenses for the transport of petroleum other than dangerous petroleum in bulk by railway may be granted if the petroleum is contained in wagons approved by the railway administration over whose line it is proposed to transport it and by the Consulting Engineer for Railways to Government.

(3) Licenses for the transport of petroleum other than dangerous petroleum in bulk by ship or cart may be granted if the ship or cart is certified to be fit for the service by an officer appointed by the Local Government in this behalf. Ships licensed for the transport of petroleum on canals shall also be subject to the rules under the Canals and Public Ferries Act, 1890.

(4) A ship, whilst carrying petroleum in bulk, shall not carry any other inflammable cargo or passengers and shall not, after having discharged such petroleum, load any cargo unless and until the petroleum compartments have been thoroughly cleaned and certified by an officer, appointed by the Local Government in this behalf, to be quite free from petroleum.

(5) The hatches of an oil tank in a ship licensed for the transport of petroleum in bulk and the manholes in the hatches shall be kept closed (except in so far as it may be necessary to open them to take on board or discharge petroleum or to clean the tank) as long as there is oil in the tank and until the tank has been thoroughly cleaned and certified by the officer appointed under clause (4) to be quite free from petroleum and petroleum gas.

(6) Petroleum shall not be taken on board or discharged from any ship licensed for the transport of petroleum in bulk on a canal except through a suitable pipe prepared for the purpose, a pump being used if necessary.

(7) A steamer, whilst towing a boat carrying petroleum in bulk, shall not carry any inflammable cargo, nor have in tow, at the same time, any other ship carrying any such cargo.

(8) No person shall use any naked light on board any ship carrying petroleum in bulk.

(9) Such arrangements as may be approved by the Government shall be made for freeing from gas, tanks, railway wagons, ships and carts in which petroleum has been stored or carried in bulk.

(10) Wagons, ships or carts approved or certified under sub-rule (2) or (3) shall be marked and numbered by the Consulting Engineer or the certifying officer, as the case may be.

15. It shall be the duty of all Police officers to see that the petroleum is carried only by such route as may be specified in the license; and any such officer may stop and inspect any petroleum in transit.

*

*

*

*

19. Every license for the possession of petroleum in any premises shall specify the maximum quantity of petroleum which may be stored in those premises.

20. Licenses for the possession of petroleum shall be in force for one year from the date of the grant of the license: Provided that the licensing officer may, at any time, for good and sufficient reason, cancel a license.

*

*

*

*

25. Save as regards the matters provided for in the conditions on the license, the rules regulating the grant of licenses for the possession and transport of dangerous petroleum shall regulate the grant of licenses for the possession and transport of petrol.

Notification of the Government of India, Home Department (Judicial), dated Calcutta, 12th December 1902, No. 1795 (as subsequently amended).

In exercise of the powers conferred by section 8 of the Indian Petroleum Act, 1899 (VIII of 1899), the Governor-General in Council is pleased to make the following rule to regulate the transport of petroleum from one province of British India to any other, namely:—

(1) Save as otherwise provided in sub-rule (2), where petroleum is transported from any province of British India to any other such province, the rules relating to the granting of transport licenses and to the transport of petroleum for the time being in force in the province from which the petroleum is transported, and no others, shall, so far as they can be made applicable, be deemed to apply to the petroleum, so long as it remains in transport, as though it were being transported within the limits of such last-mentioned province.

(2) Nothing in sub-rule (1) shall be deemed to limit or otherwise affect the exercise, for the due enforcement of the rules rendered applicable by the said sub-rule, of any powers of inspecting or detaining petroleum in transport, which may be exercisable by any Magistrate or Police officer under any rules for the time being in force under the Indian Petroleum Act, 1899 (VIII of 1899), in the province within which the petroleum is being transported.

Rules relating to Carbide of Calcium.

NOTIFICATION.

In exercise of the powers conferred by section 9 of the Indian Petroleum Act, 1899 (VIII of 1899), and in supersession of previous rules on the subject, the Governor of Fort St. George in Council is pleased, with the previous sanction of the Governor-General in Council, to make the following rules to regulate the importation of carbide of calcium, other than carbide of calcium belonging to Government, by sea into the Presidency of Madras, and the granting of licenses to possess or transport carbide of calcium, other than carbide of calcium belonging to Government, in the said Presidency:

RULES TO REGULATE THE IMPORTATION, POSSESSION, SALE AND TRANSPORT OF CARBIDE OF CALCIUM.

I.—Importation.

1. Carbide of calcium may be imported only at the port of Madras.

* * * *

6. If after test any consignment is pronounced by the Chemical Examiner to be commercially pure, *i.e.*, to contain no impurities liable to generate phosphuretted or silicuretted hydrogen so as to render the gas evolved liable to ignite spontaneously, it may be removed, under a license to transport carbide of calcium granted under Part III, to premises in respect of which a license to possess carbide of calcium has been granted under Part II.

* * * *

9. Carbide of calcium shall be landed only between sunrise and sunset and at such place or places as the Collector of Customs shall direct.

10. Carbide of calcium may be imported only under a license granted under these rules. Such licenses shall be either general or special . . . and may be granted by the Local Government.

* * * *

II.—Possession and Sale.

14. No license shall be required for the possession or sale of carbide of calcium in any quantity not exceeding five pounds if it is kept in separate vessels, each containing not more than one pound, of the nature described in, and labelled as required by, rule 43.

15. Carbide of calcium in any quantity exceeding five pounds may be kept only under a license to possess carbide of calcium granted under these rules. . .

16. Carbide of calcium shall be stored,—

- (1) if in quantities aggregating not more than four hundred and fifty pounds,—in a suitable uninhabited building at least twenty feet away from any other premises;
- (2) if in quantities aggregating more than four hundred and fifty pounds and not more than three thousand pounds,—in a suitable uninhabited building at least forty feet away from any other premises;
- (3) if in quantities aggregating more than three thousand pounds and not more than twenty-five tons,—in an uninhabited building at least one hundred feet away from any other premises.

Not more than twenty-five tons of carbide of calcium shall be stored in any one building.

17. Every building for the storage of carbide of calcium shall be—

- (a) constructed with stone, brick or iron walls, with terraced, tiled, or iron roofs and with tiled, paved or cemented floors raised at least a foot above the ground level; and
- (b) well ventilated and water-tight to the satisfaction of the licensing officer.

18. Carbide of calcium shall be stored only on racks or trestles standing at least one foot above the level of the ground and no articles of an inflammable or combustible nature shall be kept in the same building.

19. Licenses to possess carbide of calcium . . . may be granted by the Commissioner of Police in the City of Madras, and elsewhere by the District Magistrate or any Magistrate of the first class, or by such other officer as the Local Government may, from time to time, by an order in writing, appoint in this behalf.

20. Such licenses shall be in force for one year from the dates of issue:

Provided that the licensing officer may, at any time, for good and sufficient reasons, cancel any such license.

* * * *

24. Every retail vendor of carbide of calcium, selling any quantity exceeding half-a-pound to a purchaser, shall deliver it to him in an air-tight tin or drum, packed and marked in accordance with these rules, and bearing the name of the vendor plainly printed on the package.

25. Every retail vendor shall keep his carbide of calcium in a receptacle which can be easily opened and closed again so as to be air-tight, and shall open, for the purposes of sale, not more than one drum at a time.

III.—Transport.

26. No license shall be required for the transport of carbide of calcium in any quantity not exceeding five pounds if it is packed in separate vessels each containing not more than one pound, of the nature described in, and labelled as required by, rule 43.

27. Carbide of calcium in any quantity exceeding five pounds may be transported only under a license to transport carbide of calcium granted under these rules, and shall not be deposited at any time during transit in any building other than a building fulfilling the requirements of rules 16 and 17, and shall not be stored in any such building except in accordance with the conditions as to storage prescribed by rule 18. But if temporary storage in a railway goods shed is found necessary in the course of transport, and if such storage is not protracted beyond a period of forty-eight hours, it will only be necessary for the railway authorities to see that the carbide is not already wet and is not allowed to get wet. Temporary storage during transport in an ordinary railway building not complying with the conditions laid down in rules 17 and 18 shall not be permitted for a longer period than forty-eight hours.

28. (1) Where carbide of calcium is transported by passenger train, no quantity exceeding four hundred and fifty pounds shall be carried by any one train, and the wagons shall be well ventilated and protected from rain.

(2) Under no circumstances shall a naked lamp or other unprotected artificial light be taken into a wagon, vessel or conveyance containing carbide of calcium.

29. Licenses to transport carbide of calcium shall be either general or special and may be granted by the Commissioner of Police in the City of Madras, and elsewhere by the District Magistrate or any Magistrate of the first class, or by such other officer as the Local Government may, from time to time, by an order in writing, appoint in this behalf.

* * * *

34. A general license to transport carbide of calcium shall be in force for not more than one year, and shall in no case remain in force after the date on which the license to possess carbide of calcium held by the applicant expires.

* * * *

36. A special license to transport carbide of calcium shall be in force for such period, not exceeding one month from the date of the grant of the license, as may be specified on the same.

* * * *

38. The holder of a general license to transport carbide of calcium shall, with each consignment exceeding four hundred and fifty pounds conveyed under cover of his license, issue a pass specifying—

- (a) the places from and to which the carbide of calcium is to be transported ;
- (b) the quantity of carbide of calcium covered by the pass ;
- (c) the name and address of the consignee ; and
- (d) whether the consignee has a license to possess carbide of calcium sufficient to cover the amount transported.

IV.—Inspection.

39. The Commissioner, the Deputy Commissioner or an Assistant Commissioner of Police in the City of Madras, and elsewhere, the District Magistrate, the Sub-Divisional Magistrate or any Police officer of rank not lower than that of Inspector appointed by the District Magistrate in writing, or any other officer appointed by

the Local Government in this behalf, may at any time enter any premises in respect of which a license to possess carbide of calcium has been granted, for the purpose of inspecting the same.

40. Any officer so inspecting may require a sample or samples to be delivered to him from any drum or case of carbide of calcium stored in the premises inspected.

41. The licensee of any premises inspected shall personally or through a representative, show to the officer so inspecting every place and every vessel in which carbide of calcium in his possession is kept, deliver any samples required, and give such assistance as that officer may require.

42. Where a license to transport carbide of calcium has been granted, any officer authorized under rule 39 may, at any time and on or before the arrival of the carbide of calcium at its destination, board any vessel, or detain any conveyance, used for such transport, for the purpose of inspecting the pass granted to the licensee and seeing whether the provisions of these rules and the conditions of the license have been complied with.

V.—General.

43. Where carbide of calcium—

- (a) is imported or kept at any place after seven days from the date of its importation, or
- (b) is transported, or
- (c) is sold or exposed for sale,

it shall be contained in substantial hermetically-closed metal vessels containing not more than one hundred and fifty pounds, having no copper in their construction and having attached to them labels stating in conspicuous characters the words "carbide of calcium—dangerous if not kept dry," together with the following caution:—

"The contents of this package are liable, if brought into contact with moisture, to give off a highly inflammable gas."

and with the addition,—

- (d) in the case of a vessel kept, of the name and address of the consignee or owner;
- (e) in the case of vessel transported, of the name and address of the sender; and
- (f) in the case of a vessel sold or exposed for sale, of the name and address of the vendor.

* * * *

45. Any explosion or accident occurring in connection with the importation, transport, possession, or sale of carbide of calcium shall be reported without delay at the nearest Police station.

46. Where a licensee dies or becomes insolvent or becomes mentally incapable or otherwise disabled, the person carrying on the business of such licensee shall not be liable to any penalty or forfeiture under the Act or these rules for acting under the license during such time as may reasonably be necessary to allow him to make an application for a new license in his own name for the unexpired portion of the original license. Such new license shall be granted on payment of one rupee.

* * * *

49. Any person holding a license or acting under a license granted under these rules shall be bound to produce the same when called upon to do so by any Magistrate or Police officer of rank not lower than that of an officer in charge of a Police station.

Opinion of the Advocate-General on the provisions of the Police Act [V of 1861] in regard to Assemblies and Processions (P.O. No. 56).

(a) Superintendents and Assistant Superintendents have power under the Act of issuing a general or special notice to all persons convening or collecting a public assembly on any public road, public street or public thoroughfare that such persons must apply for a license.

(b) They have the same power as regards processions, provided that the District or Sub-Divisional Magistrate has given an opinion that the processions, if uncontrolled, are likely to cause a breach of the peace.

(c) They have the power to give notice in the case of any assembly or procession that the use of music must be under license, such licenses being issued by themselves.

(d) Such notices must not be issued generally to all the inhabitants within their jurisdiction, but must only be issued when it is known that it is intended by any persons or any class of persons to convene or collect an assembly or to form a procession and must be a notice to the persons convening or collecting such assembly or directing or promoting such procession.

(Circular Memorandum No. 3685, dated 21st September 1896.)

**Rules in regard to investigation of cases under section 157
(b), Criminal Procedure Code (P.O. No. 128).**

The Inspector-General has found cases during his tours which have been improperly disposed of under section 157 (b), one case, for instance, where in a robbery investigation was refused, because the case looked like a false case, and another case where the facts constituted no offence whatever and where the report made by a Village Magistrate should have been treated as a report of an accidental fire. In the latter case, the case was registered as one of arson and then investigation into it was refused.

An examination of the returns shows that, while apparently there is very little abuse of this power to refuse investigation in the matter of house-breaking or theft, there are cases where complaints of rioting, dacoity and robbery are disposed of in this way improperly. In complaints of rioting, the Inspector-General has found cases where the Police have refused investigation on the ground that the riot was about a civil dispute. This was clearly wrong. A riot is a criminal offence no matter what its cause may be, and no Police officer is justified in refusing investigation into a complaint of riot because it has arisen from a civil dispute. If there is likely to be evidence forthcoming, it is the duty of the Police to investigate the case.

In complaints of dacoity and robbery it, no doubt, is sometimes the case that the complaint itself shows the case to be either false or much exaggerated. But in such cases it is the duty of the Police to investigate the cases and refer them if false. Superintendents should examine carefully all cases in which the Police have refused to investigate either a dacoity or a robbery. It must be very rare indeed that in such cases investigation should be refused.

Investigation, as a rule, should never be refused unless it is clear that (a) there will be no evidence forthcoming, (b) the case is so trivial that it is best for all parties to leave it alone, (c) the case is clearly a civil one, (d) the case is really a petty assault to which theft may have been added. It must be remembered that investigation does not necessarily mean an investigation at the spot. Under section 157 (a) a Police officer in trivial cases may decline to go to the spot and very often should do so. But refusal of investigation is a different matter and when there is a definite complaint of a serious crime, even if the complaint appears

at first sight false, the complaint should almost always be registered and investigation held. It is difficult to lay down any rule on the subject, but the following rules may perhaps be of some assistance:—

(a) As a rule, *every complaint* of a cognizable offence should be investigated, either at the station or by visiting the scene of alleged crime.

(b) As a rule, there should be only two reasons for refusing investigation—

(i) the triviality of the offence.

(ii) the absence of any procurable evidence in cases of a petty nature.

Under (i) in this Presidency all cases of theft where the value of property is under Re. 1 may and should be, as a rule, refused investigation and the parties referred to the Village Magistrate (P.O. No. 130). In all other cases the Police should investigate.

Under (ii) it must be remembered that it is only the *absence* of evidence and not the fact that the Police think it *false* that should be a reason for non-investigation. Such cases would be complaints of attempts at house-breaking where no theft is alleged to have taken place, and the complainant is unable to give any reason for suspecting anybody—petty thefts of property under Rs. 3 in value where there is no clue whatever and the property is perishable and unidentifiable.

In such cases as these last, however, the action of the Police should be most carefully watched and any tendency to refuse investigation in cases other than those which strictly come under clause (ii) immediately checked.

It must be remembered that the mere suspicion that the evidence offered is false is no reason for non-investigation, and whenever the complainant alleges the existence of any evidence, the case should be enquired into.

Practically the only cases in which much doubt can arise about the proper action of the Police are those in which the complaints are of attempted house-breaking, and in such cases if the complainant alleges that he has reasons for suspecting any particular person, or it is the case that there have been more attempts than one in the same village within a short time, or that there have been suspicious characters seen near the village recently, the Police should not refuse to investigate.

(P.G., dated 19th December 1896.)

Rules relating to the purchase, distribution and audit of Telegraph stamps (P.O. No. 133-A).

The following rules relating to the purchase, distribution and audit of telegraph stamps for the use of station-house officers are laid down for the guidance of all officers concerned:—

(1) Each District Superintendent will hold an imprest of telegraph stamps, as shown in schedule A annexed to these rules. To meet the initial cost of providing himself with this imprest his permanent advance has been increased as shown in schedule B. This initial expenditure will be debited to permanent advance and not to “20—Police” in the Treasury account.

(2) The imprest of stamps should be distributed among the several stations in the district which are at or near to telegraph stations in proportion to local requirements, which the Superintendent should decide. On no account should the Superintendent issue any portion of the imprest *in cash*.

(3) A printed list of such Police stations as are provided with an imprest of telegraph stamps should be furnished to all Police stations in the district. It will show how the amount of the district imprest is distributed among them.

(4) Police stations which are away from a telegraph station and which do not hold an imprest should send their messages for transmission to the nearest Police station which is provided with an imprest.

(5) The stamps will, before being issued to stations, be enfaced lengthwise with the words "Madras Police Department." For this purpose a rubber stamp has been furnished to each Superintendent.

(6) A receipt will be obtained from each station-house officer for the imprest of stamps furnished to him and filed in the Superintendent's office in the same way as a permanent advance acknowledgment. This receipt will be renewed every quarter.

(7) The Superintendent will give an annual acknowledgment for the amount of his permanent advance on the 15th of April of each year, and will state what portion of it is in cash and what portion in telegraph stamps.

(8) When a telegram is despatched the station-house officer who despatches it will forward a copy of it with the station-house report of the day together with the voucher furnished by the Telegraph department. Each Divisional Inspector will collect these vouchers, and submit them to the District office at the close of the month with a covering slip showing the number and value of the vouchers submitted.

(9) On receipt of these vouchers in the District office the imprest of the station-house officer will be recouped every month in the ordinary way, the charge being met from the budget provision for the purpose, care being taken that the stamps issued are always enfaced as required in rule 5.

(10) When a message is sent for transmission from a Police station not provided with an imprest to a Police station provided with it under rule 2, the station-house officer of the former will report the fact in the station-house report of the day, attaching a copy of the message to it. The latter station-house officer will, on receipt of the message, deal with it in the same manner as if it issued from his own station and also acknowledge the receipt of the message to the station-house officer who sent it for transmission.

SCHEDULE A.

Statement showing the amount of imprest of telegraph stamps sanctioned for each district.

District.	One-anna stamps.	Two-anna stamps.	Four-anna stamps.	Eight-anna stamps.	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.
Ganjām	80	40	40	40	200
Vizagapatam	80	40	40	40	200
Jeypore	20	10	10	10	50
Górávari	100	50	50	50	250
Kistna	100	50	50	50	250
Guntúr	100	50	50	50	250
Nellore	100	50	50	50	250
Kurnool	80	40	40	40	200
Bellary	80	40	40	40	200
Anantapur	80	40	40	40	200
Cuddapah	100	50	50	50	250
North Arcot	100	50	50	50	250
Chingleput	80	40	40	40	200
South Arcot	100	50	50	50	250
Tanjore	120	60	60	60	300
Trichinopoly	100	50	50	50	250
Madura	140	70	70	70	350
Tinnevely	120	60	60	60	300
Salem	100	50	50	50	250
Coimbatore	120	60	60	60	300
Malabar	120	60	60	60	300
South Canara	80	40	40	40	200
Total ...	2,100	1,050	1,050	1,050	5,250

SCHEDULE B.

Statement showing the permanent advance of each District Superintendent of Police.

District.						Present permanent advance.	Permanent advance on account of telegraph stamps.	Total permanent advance sanctioned.
						RS.	RS.	RS.
Ganjam	1,000	200	1,200
Vizagapataun	800	200	1,000
Jeypore	700	50	750
Godavari	600	250	850
Kistna	500	250	750
Guntur	500	250	750
Nellore	300	250	550
Kurnool	300	200	500
Bellary	300	200	500
Anantapur	200	200	400
Cuddapah	500	250	750
North Arcot	550	250	800
Chingleput	200	200	400
South Arcot	300	250	550
Tanjore	500	300	800
Trichinopoly	500	250	750
Madura	500	350	850
Tinnevely	500	300	800
Salem	500	250	750
Coimbatore	500	300	800
Malabar	500	300	800
South Canara	490	200	690
Total						10,740	5,250	15,990

Instructions regarding the application of sections 182 and 211, Indian Penal Code, the powers of the Police to sanction prosecutions under those sections, the facts constituting offences thereunder, and the necessity or otherwise for a Magistrate's sanction to prosecute under those sections in certain cases (P.O. No. 138 (c)).

Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it to be likely that he will thereby cause, such public servant—

- Section 182, Indian Penal Code.
- to do or omit anything which such public servant ought not to do or omit if the true state of facts respecting which such information is given were known by him, or
 - to use the lawful power of such public servant to the injury or annoyance of any person,

shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Illustration.

A falsely informs a Policeman that he had been assaulted and robbed in the neighbourhood of a particular village. He does not mention the name of any person as one of his assailants, but knows it to be likely that, in consequence of this information, the Police will make enquiries and institute searches in the village to the annoyance of the villagers or some of them. A has committed an offence under section 182, Indian Penal Code.

In order to constitute the offence defined in section 182, Indian Penal Code, it is not necessary that the public servant to whom false information is given should be induced to do anything or omit to do anything in consequence of such information. The gist of the offence is not what action may or may not be taken by the public servant to whom the false information is given; but the intention or knowledge (to be inferred from his conduct) of the person supplying such information. (*Queen-Empress v. Budh Sen* and another, I.L.R., 13 All. 351.) The offence under section 182 is complete when false information is given to a public servant by a person who believes it to be false, but who intends thereby to cause such public servant to institute criminal proceedings against a third person. The offence is complete although the public servant takes no step towards the institution of such criminal proceedings. It is not at all necessary that the public servant should take any step whatever on the false information before instituting and prosecuting to a conclusion a charge under section 182 against the person who had given such false information. (*Queen-Empress v. Raghu Tivari*, I.L.R., 15 All., 336.)

Whoever, with intent to cause injury to any person, *institutes* or causes to be instituted any *criminal proceeding* against that person, or *falsely charges* any person with having committed an offence, knowing that there is no just or lawful ground for such *proceeding or charge* against that person, shall be punished with imprisonment of either description for a term which may extend to two years, or with fine, or with both; and if such criminal proceeding be instituted on a false charge of an offence punishable with death, transportation for life, or imprisonment for seven years or upwards, shall be punishable with imprisonment of either description for a term which may extend to seven years, and shall also be liable to fine.

Section 211, Indian Penal Code.

Section 211 contemplates two different offences :—(1) making a false *charge* and (2) institution of *criminal proceedings*. The latter necessarily assumes the former, but the former may be committed when no criminal proceedings follow.

(1) *False charge*.—It is necessary for a conviction under section 211 that the false charge should have been made to a Court or officer having jurisdiction to investigate and send it up for trial. (*The Empress v. Jamoona*, I.L.R., 6 Cal., 620.) To constitute the offence of preferring a false charge contemplated in section 211, it is not necessary that the charge should be before a Magistrate. It is enough if it appear that the charge was deliberately made before an officer of Police, with a view to its being brought before a Magistrate. Of course a mere random conversation or remark would not amount to a charge. (*The Queen against Subbanna Goundan* and others, 1 Mad., H.C.R., 30.) It is enough that the false charge is made though no prosecution is instituted thereon. (*Empress of India v. Abul Hasan*, I.L.R., 1 All., 497.)

(2) *Institution of criminal proceedings*.—The institution of criminal proceedings is regulated by the Criminal Procedure Code which enacts that there are two ways in which criminal proceedings may be initiated :—(1) Section 154 by giving *information* to the Police; and (2) sections 190, 200, etc., by laying a *complaint* before a Magistrate. In the former case if the information discloses a *cognizable* case, an officer in charge of a station may investigate it and if the investigation is unfavourable to the accused, he may in due course be brought before a Magistrate. If, on the other hand, the case disclosed by the information is a *non-cognizable* one, all that the Police officer can do is to refer the informant to the Magistrate. Seeing then what the powers of the Police are in regard to *cognizable* offences disclosed to them, it would appear that when one person charges another to the Police with having committed a cognizable offence, he *institutes criminal proceedings*, and if he knows that there is no just or lawful ground for such proceedings, and institutes them for the purpose of injuring the accused, he is punishable for instituting such proceedings under the first part of section 211.

The Police have no power to take criminal proceedings in regard to non-cognizable offences, and a false charge of such an offence made to the Police is not therefore an institution of criminal proceedings but merely a *false charge*.

The distinction seems to depend upon the powers of the official in relation to the crime disclosed by the charge. If he has power to carry on proceedings against the accused in regard to the crime alleged, the person who made the charge has *also* instituted criminal proceedings. If the official has no such powers, the accuser has only made a *charge*; *e.g.* information to the Police of non-cognizable offences.

The offence under section 182 consists in knowingly giving a public servant false information, with the intention of inducing a public servant either to use his lawful power to the injury or annoyance of any person, or to do or omit anything which he would not have done, or omitted, if he had known the true state of facts. The offence under section 211 is what is known in England as a false and malicious prosecution. It is obvious that every offence under section 211 could be made to fit into the terms of section 182, and that many, but not all, offences under section 182 would also be offences under section 211.

The punishment that may be awarded under section 182 is much lighter than that under section 211 and the jurisdiction over the offences is in some degree different. It is therefore not right to prosecute under section 182 where the facts come more properly under section 211. When the false information consists of a specific charge of a criminal offence against persons who are named, the proceedings should be taken under section 211 (*Queen v. Jugal Kishore*, I.L.R., 8 All., 382.)

Under section 195 (a), Criminal Procedure Code, no Court shall take cognizance of an offence under section 182, Indian Penal Code, except with the previous sanction or on the complaint of the public servant concerned, or of some public servant to whom he is subordinate. This section clearly shows that it would be quite sufficient if either the sanction of the public servant mentioned therein were given, or a complaint is directly made by him (*Poonit Singh v. Mudho Bhot*, I.L.R., 13 Cal., 270). If, therefore, any person gives false information to a Police officer, the Police officer to whom the false information was given may prosecute the person without the sanction of any Court.

The Madras High Court has held that false information given to a Village Magistrate, who could not himself act upon it, but could only pass it on to some higher authority, did not come within the words of section 182. They thought that "the words 'to use his lawful power' referred to some power to be exercised by the officer misinformed, which shall tend to some direct and immediate prejudice of the person against whom the information is levelled." (*Regina v. Periannan*, I.L.R., 4 Mad., 241.) It would appear therefore that the Police cannot initiate proceedings under section 182 upon the information given to the Village Magistrate. If, however, the Police had before commencing investigation recorded a formal complaint as laid down in section 154, Criminal Procedure Code, from the complainant, action under section 182, Indian Penal Code, can then be based upon the complaint made to the Police and not that made to the Village Magistrate. This view is upheld in 28 Mad., 565.

Under section 195 (b), Criminal Procedure Code, no Court shall take cognizance of an offence under section 211, Indian Penal Code, when such offence is committed in or in relation to any proceeding in any Court except with the previous sanction or on the complaint of such Court or of some other Court to which such Court is subordinate.

No sanction is required where the false charge is made only to the Police, as the offence is not committed in, or in relation to, any proceeding in any Court (*Ramaswami* against the *Queen-Empress*, I.L.R., 7 Mad., 292.)

The sanction of the Court is however required when

(1) the original complaint, being made to the Court, was referred to the Police for investigation under section 156 (3) or 202, Criminal Procedure Code, and the Police reported the case to be false.

(2) the original complaint being made to the Police, the Police investigated and submitted a referred charge sheet, but the Court, without accepting the referred charge sheet, tried the case.

Exception.—A complaint made to the Police by G, accusing some persons of robbery, was reported to the Magistrate to be false on investigation. G was thereupon charged by the Police under section 211, Indian Penal Code, with having made a false charge to the Police, on which the Magistrate issued process. On the application of G, who appeared before the Magistrate in consequence of the process, the Magistrate enquired judicially into his complaint of robbery and discharged the accused.

Held, that no sanction was necessary for the prosecution of G, under section 211, Indian Penal Code, as at the time the Police made the complaint against G, there was not in existence any proceeding in any Court (*Ganapat Vishram*, Bom. H.C. Criminal Rulings, dated 23rd August 1894).

Where the Police under section 157, Criminal Procedure Code, report a charge as false to the Magistrate, and the Magistrate under the powers given in section 159 dismisses it without further investigation, no sanction to prosecute under section 211 of the Penal Code is necessary, as the case does not come within section 195 of the Code of Criminal Procedure. Sanction is not necessary even in such cases as where the Magistrate on receiving the Police report and after hearing the complainant, but without allowing him to call witnesses, orders the complaint to be struck off the file, as even so, the case does not come within section 195. On the other hand, in cases where the Magistrate clearly takes cognizance of the case and dismisses it under sections 200 and 203, sanction under section 195 is necessary.

A person making a false charge to a Village Magistrate cannot be prosecuted under section 211, Indian Penal Code, unless the offence charged is one of the petty offences with which a Village Magistrate has jurisdiction to deal under Reg. XI of 1816, or one of murder, in which case he is authorized by section 13 of the said Regulation to arrest any person, whom he suspects of having committed the offence. As regards other offences, section 45, Criminal Procedure Code, requires a Village Magistrate to communicate to the nearest Magistrate or to the officer in charge of a Police station, whichever is the nearer, information respecting the commission of non-bailable offences and of certain other offences specified in the section. This duty, however, is imposed by the section on village officers as well. To constitute an offence under section 211, the false charge must be made to some person competent to act upon it, that is to say, to some person, who is invested with Magisterial or Police powers regarding the offence enabling him to investigate the charge or try the accused. The Village Magistrate and other officers enumerated in section 45, Criminal Procedure Code, have no power to investigate or to try the offences therein specified; their only duty is to report them, and false charges of such offences made to them will not come within section 211.

In all cases, therefore, in which information is at first given to the Village Magistrate and is sent on to the Police, the latter should, when commencing investigation, record a formal complaint as laid down in section 154, Criminal Procedure Code. Action for false charge can then be based upon the complaint made to the Police and not that made to the Village Magistrate.

Both sections 182 and 211, Indian Penal Code, are non-cognizable and the Police should, for the purpose of causing the appearance of the accused before the Magistrate, submit an occurrence report requesting the issue of process.

(P.Gs., dated 23rd February 1901, 13th September 1902, 13th December 1902, and 30th May 1903.)

Form of Post-mortem Certificate and Instructions for filling in the same, etc., approved by Government (P.O. No. 140 (f)).

ORIGINAL.

Post-mortem Certificate.

No

Regarding the body of a
aged years ; received on
at M., from the of
with his letter No. , dated and in
charge of Constable No.

The body when first seen by the undersigned was

Post-mortem commenced at M., on

Appearances found :—

Opinion as to cause of death

Station

Name

Date

Rank

Instructions for filling in Post-mortem Certificates.

After the words "body of a," the sex should be entered.

2. The approximate age to be entered should be judged from appearances.

3. The date and time of receipt of the body and the name and official position of the person ordering the *post-mortem* should be entered together with the number and date of the document sent by him.

4. The number, rank and name of the constable in charge of the body should be entered.

5. After the words "The body when first seen by the undersigned was," its condition should be noted, *i.e.*, whether warm, cold, condition of *rigor mortis*, or undergoing putrefaction.

6. The time at which the *post-mortem* examination was commenced and the date on which it was made should be accurately entered.

7. After "Appearances found" all particulars regarding wounds, injuries, and suspicious signs, external or internal, should be concisely and sufficiently described, the site and extent of any wounds being carefully entered.

8. Identification and caste marks should be entered in the office copy of the certificate.

9. The original certificate should be placed in a cover which should be sealed and handed over to the Police, who will know to what Magistrate to take it.

10. The certificate should not be filled in until the *post-mortem* notes have been entered in full in ink in the *Post-mortem* Register. This should be done *at once* to obviate the possibility of any delay in the delivery of the certificate to the Police.

11. It is to be distinctly understood that the original certificate is, in all cases, to be handed over to the Police on the day on which the *post-mortem* is held

Form of Wound Certificate and Instructions for filling in the same, etc., approved by Government.

ORIGINAL.

Wound Certificate.

No.

Wounds or injuries found on the person of a calling ^{himself}_{herself}
 aged years ; an inhabitant of who
 was sent with and accompanied by from
 for report as to certain said to have been
 caused on and to be due to
 The injured person was first seen by the undersigned at M., on the
 and the examination was commenced at M., on the
 when the following injuries were found —
 I am of opinion that
 Station Name
 Date Rank

Instructions for filling in Wound Certificates.

After the words 'of a' the sex of the person should be given.

2. After the words 'sent with' should be entered particulars of any document received from a Magistrate or the Police.

3. When the injured person is accompanied by a constable, the name, number and rank of the latter should be noted. If no communication in writing is received with the injured person, the fact should be noted as follows : " who was sent without a written communication by "

4. The exact time at which the injured person was first seen by the certifying officer and also the exact time at which the examination was commenced should be carefully noted and entered in the certificate.

5. Particulars of all injuries found should be concisely but sufficiently described in the plainest language.

6. After the words 'I am of opinion that,' enter whether the injuries are or are not of a serious nature, and, if the former, whether a fatal result or any permanent injury is likely to follow.

7. Identification and caste marks should be entered in the office copy of the certificate.

8. The original certificate should be forwarded at once to the Magistrate or the Police officer who sent the injured person for examination.

9. As the certificate has to be filled in and despatched immediately after the examination, a very carefully considered prognosis should be made, especially as regards injuries to the head or spine.

10. Further details should be entered in the Hospital Wound Register.

The Government having noticed the imperfect nature of the certificate given by a Medical officer of the result of a *post-mortem* examination, the Surgeon-General desires to impress upon all Medical officers and subordinates employed in the civil department, the grave responsibility which devolves on them in making *post-mortem* examinations and recording the result of them at the time and also when examining *wounded* persons. Care and accuracy in performing these duties can alone ensure a correct professional opinion being formed and recorded.

In addition to granting *post-mortem* certificates, Medical officers should furnish orally to the Police all possible information that they consider calculated to assist the elucidation of the case. (G.O., No. 204, Public, dated 28th March 1892.)

Chemico-Legal Examinations (P.O. No. 143).

The following instructions are divided into two sections, viz. :—

SECTION 1.—Containing rules for the guidance of Magisterial and Police officers.

SECTION 2.—Containing rules for the guidance of Medical officers.

Neither section is complete by itself, the two sections being complementary to one another.

Note.—Section 1 appears under P.O. No. 143.

SECTION 2.—INSTRUCTIONS FOR THE GUIDANCE OF MEDICAL OFFICERS.

Medical officers in charge of hospitals and dispensaries are required to maintain a supply of unmethylated spirit and suitable bottles, etc., in readiness for the transmission of viscera and other matters to the Chemical Examiner when occasion may arise. In cases of suspected poisoning, it is exceedingly important that viscera and other suspected matters liable to rapid decomposition should be placed in spirit as soon as practicable. And every care should be taken lest doubt may be raised in Court as to the identity of articles likely to require examination, or as to the possibility of their having been accidentally contaminated or improperly interfered with.

2. *Post-mortem* examinations are to be made as thoroughly as circumstances will permit whenever desired by Magisterial or Police officers. Attendance upon midwifery cases or other similar excuses will not exempt Medical officers from the performance of the too frequently unpleasant, though most important, duty of making a *post-mortem* examination. Advanced decomposition does not prevent the detection of metallic poisons in the body. Hence remains of viscera may be forwarded for examination when the condition of the body is such as to render any attempt at dissection useless.

3. On making a *post-mortem* examination whenever there is any suspicion of poisoning, the stomach should be tied at both ends (a double ligature being applied at the pyloric extremity, so that the contents of the intestines may not escape) and removed from the body in such a manner that its contents may be retained; after removal it should be opened, the contents received into a perfectly clean bottle and the mucous surface of the stomach carefully examined, its appearance noted, and any suspicious particles found adherent thereto should be picked off with a pair of forceps and placed in a separate small phial for transmission. And the mucous membrane of the mouth, pharynx and oesophagus should be examined, and any unusual appearance or marks of corrosion thereon carefully noted.

4. In all cases of death from presumed poisoning, the following articles should be forwarded for analysis, each in a separate bottle, unless otherwise indicated. It will, however, be understood that other matters should be forwarded if, in the opinion of the Medical officer, the special circumstances of any case render such a proceeding advisable :—

- (a) Stomach.
- (b) Contents of the stomach which may, if it be convenient, be put in the same bottle with the stomach.
- (c) Suspicious particles (if any have been found) removed from the mucous membrane of the stomach.

- (d) A portion of the liver, not less than 16 oz. in weight, or the whole liver if it weigh less than 16 oz., and one kidney.
- (e) The vomited matter if any. The earlier and the later vomits should, when practicable, be sent up in different bottles. And the labels should state at what period the matters were emitted. Special directions are given in paragraph 6 for the disposal of vomited matters mixed with earth, etc.
- (f) A specimen of the spirit used. Four ounces are sufficient.

When it is suspected that a vegetable poison has been used, the following matters should also be forwarded:—

- (g) The contents of the small intestines.
- (h) Any urine which may have been separately collected after the commencement of symptoms, or found in the bladder after death.

5. Strong unmethylated spirit should in all cases be added, as laid down in the rules for the transmission of articles for analysis, detailed in paragraph 11, to the contents of bottles *A*, *D*, *G*, *H*, and also to the contents of bottles *B* and *E*, unless it be suspected that alcoholic poisoning has been the cause of death. No spirit need be added to the contents of bottle *C*. Care should be taken that no vessel containing fluid matters is quite filled.

6. Vomited and purged matters are frequently received by Medical officers mixed with earth, etc. If the admixture of earth be sufficient to render the evacuated matters dry and inoffensive, they may be packed without spirit in any convenient manner, otherwise they must be packed with spirit. Vomited and purged matters, if they have, as frequently happens, been allowed to fall on the ground, should be carefully scraped up, not taking more earth than is necessary. The superficial scrapings should be packed separately. It is rarely necessary to remove the earth to a depth greater than $\frac{1}{2}$ inch, even in cases of suspected metallic poisoning, unless the soil be of a very loose character. Except when a metallic poison is suspected, it is very rarely necessary to forward purged matters.

7. If articles of food, medicine, etc., suspected to have been the vehicle by which poison has been administered, require examination, they should each be packed up separately and spirit invariably added, as in the case of viscera, to such as are liable to decomposition. Fruits, such as the plantain and custard-apple, if suspected to contain poison, should be carefully inspected, and if it should appear that some foreign substance has been inserted, this should be picked out and sent up for examination. If no suspicious substance can be discovered, the fruit should be forwarded.

8. After having made a *post-mortem* examination in a case of suspected poisoning, and having preserved in spirit all articles liable to rapid decomposition, which are likely to require examination, the Medical officer should report the result of his examination to the Police, and on receipt of an order from a Magistrate, or from a Superintendent or Assistant Superintendent of Police, but not before, forward the viscera of the deceased and such other articles as may require analysis to the Chemical Examiner to Government for examination. In cases where no death has occurred, but where it is suspected that poison has been administered, the Medical officer having preserved in spirit all articles liable to rapid decomposition, which are likely to require examination, should similarly report the case to the Police, and, on receipt of an order from a Magistrate, Superintendent or Assistant Superintendent of Police, forward the vomited matter or contents of the stomach removed by the stomach pump of the affected individual, or other matters requiring analysis, to the Chemical Examiner to Government. Though Magistrates, Superintendents and Assistant Superintendents of Police are required to grant an order for analysis, should the Medical officer

consider such an examination necessary, they can, if they consider it advisable, order viscera, etc., to be sent to the Chemical Examiner, when in the opinion of the Medical officer such a proceeding may be quite unnecessary.

9. When, on receipt of the necessary order, a Medical officer forwards articles to the Chemical Examiner for examination, he should address at the same time a letter to the Chemical Examiner advising him of their despatch. This letter should contain—

- (a) an impression of the seal used in closing the bottles and a description thereof;
- (b) a list of the articles forwarded and a statement as to how the articles have been forwarded;
- (c) the name of the officer from whom the order has been received to forward the articles, and the number and date of such order;
- (d) a detailed account of the *post-mortem* appearances observed;
- (e) if he has seen the case during life, an account of the symptoms observed and a statement of the treatment, if any, adopted.

10. All bottles and packets should be carefully sealed by the Medical officer, and closed in such a manner that they cannot be opened without destroying the seal. The seal used should be the same throughout, and a private seal, or an official seal, which is always in safe keeping. Each bottle or packet should be labelled and each label should bear the number and date of the letter of advice to the Chemical Examiner relative to the case, as well as short description of the contents, and should be signed by the Medical officer.

11. *Rules for the transmission of Substances for Analysis.*—Suspected substances may be forwarded by post, carriage bearing, by passenger train, or steamer, or in charge of a constable. The latter method is recommended in all cases in which wealthy or influential parties are implicated. Officers forwarding viscera, etc., by post, by rail, or steamer, or by constable to the Chemical Examiner, will be held personally responsible that the following instructions are carefully followed:—

Transmission by Post.—When viscera, etc., are forwarded through the post, the following rules are to be observed:—

(1) The suspected *viscous* or other material to be sent for examination should be enclosed in a glass bottle or jar fitted with a stopper or sound cork.

(2) If the material sent is liable to decomposition, it should invariably be preserved by one of the following methods:—

(i) In cases of suspected poisoning in man, other than alcoholic poisoning, the materials sent should be immersed in spirits of wine. The spirit should be sufficient in quantity to cover the material immersed in whatever position the vessel containing it may be held, and should not bear a less proportion to the bulk of such material than one-third. Care should be taken that common bazaar spirit is not used.

(ii) In cases of suspected alcoholic poisoning in man, the contents of the stomach and its washings in pure water should be placed in a bottle with a sufficient quantity of clean table salt to saturate the solution and leave a little salt undissolved. The stomach itself, after being washed in pure water as above, may be preserved in alcohol as in (i). A sample of the water and of the table salt so used should also be invariably forwarded for examination.

(3) Great care should be taken that the stopper or cork of the bottle fits tightly. This precaution is especially necessary when alcohol is used as a preservative; in such cases a ring of bees'—or candle—wax should be placed round the lip of the bottle so as to cover the shoulder of the stopper. The stopper should be carefully tied down with bladder or leather and sealed.

(4) The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick, being put between the vessel and the box.

(5) The box itself should be encased in common *garāh* cloth, which should be securely closed and sealed. The seals should be at intervals not exceeding three inches along each line of sewing. All the seals must be of the same kind of wax and must bear distinct impressions of the same device. The device should ordinarily be the office seal of the officer despatching the parcel. The device must in no case be that of a current coin or merely a series of straight, curved or crossed lines.

(6) Despatching officers will be held personally responsible that these instructions are carefully followed. Whenever practicable, such parcels should be packed under the immediate supervision of the Civil Surgeon.

(7) At all stations where there is a Civil Surgeon, the parcels should invariably be sent to the Post office by that officer and not by a subordinate officer; but where there is no Civil Surgeon, they may be packed and forwarded direct to the Chemical Examiner by the subordinate officer in charge of the hospital or dispensary.

(8) A declaration of contents to the officials of the Postal department is unnecessary and should not be made.

Transmission of human viscera by Rail or Steamer.—The precautions to be taken in packing human and other viscera for transmission as freight by rail or steamer, are similar to those prescribed for transmission of such viscera by post.

Transmission by Constable.—When viscera, etc., are forwarded in charge of a constable, it will not be necessary to pack the bottles, etc., in a strong box, in order to protect them from rough handling during transit. But it is desirable that glass bottles containing viscera, etc., should be wrapped in cloth or paper, so as not to be offensive to other passengers.

In every other respect the same rules should be observed as in the transmission of viscera, etc., by rail.

12. *Suspected Blood Stains.*—Medical officers are in many instances expected to deal with these cases themselves—*vide* P.O.No. 143.

13. *Suspected Seminal Stains.*—*Vide* P.O. No. 143. As the clothes requiring examination in these cases are usually exceedingly dirty, it is advisable when practicable to cut out any suspicious stains, pack them in cotton wool and forward them only for examination instead of the whole garment. In cutting out stains, about half an inch of the surrounding cloth should be removed also. In any case cotton wool should be used and every precaution taken to prevent the stains being damaged in transit. For information regarding packing and despatch of letter of advice, *see* instructions under head of blood stains in para. 7 of P.O. No. 143.

14. *Cattle Cases.*—

(1) Some precautions should be taken to ensure that viscera, etc., are not sent for examination in cases where death obviously occurred from causes other than poison. A careful search should be made for any indications of the presence of a sui; when this mode of poisoning is suspected, and if anything resembling a sui be found, it should be forwarded for examination. A chemical examination of the viscera is useless in cases of sui-poisoning, as in such cases poison cannot be detected in the viscera.

(2) The entire alimentary canal should be opened and its contents inspected for suspicious-looking substances. If any suspicious-looking substance be detected

in the alimentary canal, it should be packed in a separate vessel, and spirit should not be added unless necessary for its preservation.

(3) About two pounds of the contents of the stomach, with about a pound of the contents of the intestines, should be placed in a clean glass or well-glazed earthen vessel or vessels, and strong unmethylated spirit added in the proportion of not less than one-fourth of the apparent bulk of the material, when the contents are nearly dry, but if much liquid be present, spirit should be added in the proportion of one-third of the bulk of the material. Also about a pound of the liver and a similar weight of the stomach should be placed in a separate clean glass or well-glazed earthen vessel, and unmethylated spirit should be added in the proportion of one-third of the bulk of the material. A sample of the spirit used in packing should also be sent. Four ounces sufficient.

(4) Dried cattle-dung may be sent without addition of spirit.

(5) Suspected cattle poisons rarely require the addition of spirit for their preservation, and spirit should not be used unless necessary.

(6) The instructions given as to the packing and transmission to the Chemical Examiner of substances requiring chemical examination in cases of suspected human poisoning are applicable to these cases and should be carefully attended to, and the same precautions must be adopted as to sealing and labelling the different vessels—*vide* paragraphs 9, 10 and 11.

(7) When, under instructions received from a Magistrate or Superintendent or Assistant Superintendent of Police, a Medical officer forwards articles to the Chemical Examiner for examination, he should at the same time address and forward separately a letter to the Chemical Examiner advising their despatch. This letter should contain—

- (a) an impression of the seal used in closing the vessels, and a description thereof;
- (b) a list of the articles forwarded and information as to how the articles have been forwarded;
- (c) the name of the officer from whom the order has been received to forward the articles and the number and date of such order;
- (d) information as to the number and kind of animals affected and number of deaths;
- (e) any information obtainable as to *post-mortem* appearances, nature and duration of symptoms and which may be likely to indicate the probable nature of the poison.

15. *Analysis of Water.*—Before forwarding a sample of water to the Chemical Examiner for analysis, it is necessary to write to the Chemical Examiner and ascertain when it will be convenient to receive the sample or samples which may require to be examined, it being desirable that samples should be examined shortly after they are received at the laboratory.

(2) The duty of collecting the samples should always be undertaken by a responsible person. The employment of peons or servants for this purpose is strictly prohibited. The bottles used should be thoroughly cleansed, and then well washed out twice with water from the same source it is intended to fill them from just before finally filling them.

(3) Glass-stoppered bottles are best, but if those are not procurable, new corks are to be used with the ordinary quart wine bottle of light-coloured glass. In filling the bottles a little space should be left between the cork and the water.

(4) Not less than one gallon of each sample of water is to be forwarded.

(5) Each bottle is to be labelled with the name of the well and date of collection.

(6) On forwarding water for analysis the Medical officer should, at the same time, forward separately a letter to the Chemical Examiner. This letter should contain—

- (a) an impression and description of the seal used in closing the bottles.
- (b) information as to the number of samples sent, and a statement as to how the samples have been forwarded;
- (c) an explanation as to the reason for which the examination is required and information as to by whom it is desired;
- (d) a statement as to the source from which each sample was collected, and by whom and when each sample was collected.

(G.O., No. 1062, Public, dated 30th May 1883 and subsequent amendments.)

Release of Convicts on medical grounds (P.O. No. 176).

RELEASE ON MEDICAL GROUNDS UNDER CRIMINAL PROCEDURE CODE, SECTION 401.

Form of Condition to be assented to by the prisoner prior to release.
No. of 190 .

Prisoner's name and caste.

- „ father's name.
- „ village and district.
- „ crime.
- „ sentence.
- „ amount of punishment undergone.
- „ „ „ not undergone.

Date and No. of G.O. sanctioning conditional release on medical grounds.

I, A.B., son of C.D., of the village of _____ in the district of _____ prisoner in the jail at _____, being informed that the Governor in Council is pleased to suspend the sentence which I am undergoing on my assenting to the hereinafter-mentioned conditions, do hereby bind myself—

- (1) that I will, within _____ days from this date, present myself to the Superintendent of Police, or, if he be absent, to the Head-quarter Inspector of Police of the _____ district at _____, and will produce this form of conditional release;
- (2) that I will thenceforth report myself, once in each month, at such time and to such officer, as I may be directed by the said Superintendent or Head-quarter Inspector of Police;
- (3) that I will not quit the district of _____ without the written permission of the said Superintendent or Head-quarter Inspector of Police;
- (4) that I will accept and fulfil the conditions on which such permission (if any) may be granted, as though they were contained herein;
- (5) that I will live honestly and peaceably and will endeavour to earn an honest livelihood.

I hereby accept and agree to abide by the above conditions, and I acknowledge that if I knowingly violate either of the above conditions, I hereby render myself

liable to be punished under section 227 of the Indian Penal Code with so much of punishment to which I was originally sentenced as I have not already undergone, namely,

(Signed)

Prisoner.

Certified that the foregoing conditions were read over to the prisoner A.B., and assented to by him in my presence.

(Signed)

Superintendent.

_____ Witness 1.

_____ ,, 2

Date—

This form will be printed in English and in the vernacular of the district to which the convict belongs. The convict will sign both the English and the vernacular copy, and the latter will be delivered to him on his release, the English copy being retained in the jail. The convict should be instructed to produce his copy of the form of release when reporting himself to the Police authorities, but it should not be taken from him. A prisoner released from a jail situated in a district other than that in which he wishes to reside will be handed over to the Police of the district in which the jail is for escort to the district where he proposes to reside.

If in any case hardship is involved in a prisoner having to report himself immediately after release to the Superintendent of Police of the district in which he wishes to reside, an Assistant Superintendent or an Inspector may detain a prisoner released on medical grounds, and at his discretion extend the period within which the man has bound himself to appear before the Superintendent of his district.

Rules under Section 565 (3), Criminal Procedure Code, (P.O. No. 183-A).

NOTIFICATION.

In exercise of the powers conferred by sub-section (3) of section 565 of the Code of Criminal Procedure, 1898, and with the previous sanction of the Governor-General in Council, the Governor in Council is pleased to make the following rules to carry out the provisions of the said section relating to the notification of residence by released convicts:—

RULES.

1. When an order has been passed under section 565 of the Code of Criminal Procedure, 1898 (Act V of 1898), that a convict shall notify his residence and any change of residence after release for a specified term, the Court or Magistrate passing such order shall attach a copy thereof to the warrant of commitment issued under section 383 of the Code in respect of such convict.

2. A convict in respect of whom such an order has been passed shall, when called upon by the officer in charge of the jail in which he is confined, state before his release, the place at which he intends to reside after his release, naming the village or town and the street therein.

3. After release and on arrival at his residence he shall, within twenty-four hours, notify at the nearest Police station that he has taken up his residence accordingly.

4. Whenever he intends to change his residence he shall, not less than two days before making such change, notify his intention at the nearest Police station, giving the date on which he intends to change his residence and the name of the village or the town and street in which he intends to reside, and, on arrival at such residence, he shall, within twenty-four hours, notify at the nearest Police station that he has taken up his residence accordingly.

5. The officer recording a notification under either rule 2 or rule 4 shall appoint such period as may be reasonably necessary to enable the convict to take up his residence in the place notified. If the convict does not take up his residence in such place within the period so appointed, he shall, not later than the day following the expiry of such period, notify his actual place of residence to the officer in charge of the Police station within the limits of which he is residing.

6. Every notice required to be given by the foregoing rules shall be given by the released convict in person unless prevented from doing so by illness or other sufficient cause, in which case the notice required shall be sent either by letter duly signed by him or by an authorised messenger on his behalf.

7. Whenever the released convict gives any notice required by the foregoing rules, he will be furnished with a certificate to the effect that he has given such notice by the officer to whom he gives it.

8. A copy of the order specified in rule 1 shall be served on the convict before his release from jail. A copy of these rules in English and the vernacular shall at the same time be given him, and the substance thereof fully explained to him in a language he understands. He shall also be informed for what period he is bound to observe these rules, and that any neglect or failure to comply with them will render him liable to punishment as if he had committed an offence under section 176 of the Indian Penal Code.

9. If a convict in respect of whom an order has been passed under section 565 of the Code of Criminal Procedure, shall have been released from jail without a copy of the said order having been served upon him, and the other formalities specified in these rules having been complied with, he may at any time while the order remains in force be called upon by the Police to report himself on a given day at a Police station near the place where he is found, and on his reporting himself the copy of the order shall be served on him and the other formalities prescribed in rule 8 shall be complied with.

Note.—In applying the above rules to the case of a wandering man who has no “residence” in the sense of a fixed place of abode, they may be reasonably interpreted as meaning that he resides at the place where he sleeps, even if he remains there only one night. On his release he may, therefore, be asked under rule 2 where he is going to stay, and he may be told that if he moves about the country he must always notify the place of his temporary abode to the Police.

Instructions to be observed in connection with the working of the rules under section 565 (3), Criminal Procedure Code.

1. A list of convicts ordered to notify residence and change of residence under section 565, Criminal Procedure Code, will be made out for each district in the Head-quarter office and a copy furnished to each Inspector. Under P.O. No. 183-A, there will be hung up at each station a list of all such convicts as belong to the station. Particulars as to the dates of release of such convicts, residences notified by them and the periods for which they have to notify, will be entered in the list by Inspectors and station-house officers from extracts from release lists which will contain the information.

2. After release and on arrival at the residence notified, the convicts will be watched in the usual manner. Should, however, a convict not arrive at the residence notified by him at the end of a reasonable time after release, immediate information of his absence should be sent by the station-house officer concerned to the District Superintendent of Police through the Inspector in view to enquiries being set on foot to ascertain the convict's whereabouts. Convicts taking up their residence at places other than those notified by them will be watched in the usual way by the Police of the station within whose jurisdiction they have taken up residence.

3. Notices of intention to change residence, given by a convict, will be promptly intimated by station-house officers by means of Form No. 60-A to the station-house officer of the station in the limits of which the convict's new residence is situated.

4. When a convict notifies his arrival at a Police station in the limits of which his arrival is not expected and has not been notified, Form No. 60-A, giving intimation of the arrival, will be sent to the Inspector, who can, by a reference to his list, direct the intimation to the station within the limits of which the convict's arrival was expected.

5. Copies of certificates in Form No. 62-A furnished to convicts in accordance with rule 7 of the rules under section 565 (3), Criminal Procedure Code, will be submitted to the Head-quarter office, attached to the station-house reports. Such copies will be filed together in order separately for each convict. The Assistant Superintendent of Police will forward to the Head-quarter office copies which he receives with the station-house reports of his sub-division.

6. All changes of residence will be reported to the Head-quarter office, where they will be recorded in a register in Form No. 62-B, Vol. II.

7. In cases where notice of residence or change of residence is not given by convicts in person, the station-house officer will at once verify the information and note the result in the station-house report.

8. Convicts committing a breach of the rules to which they are subject can be arrested without warrant (section 54, Criminal Procedure Code); but the previous sanction of the District Superintendent of Police should be obtained before a charge is laid before a Magistrate under section 565 (4), Cr.P.C.

9. Convicts ordered to notify residence and change of residence belonging to districts other than those from which they are released will be watched by the Police of the district where they are released until their departure from the district, when intimation will be given to the Police of the district into which they have entered. When any such convict takes train, the Railway Police will take over the surveillance and report the convict to the district in which he alights.

Rules to be observed with reference to the maintenance of gang registers by Assistant Superintendents of Police.

(P.O. No. 189, clause (a), paragraph 1, Note.)

1. The gang register of an Assistant Superintendent should be confined to the gangs of the sub-division, *i.e.*, those that find a place in the gang registers of Inspectors in the sub-division or of stations in the sub-division.

2. (a) All information regarding movements and other particulars of a gang registered in the sub-division should be submitted by Inspectors in Form No. 61, Vol. II, to the Assistant Superintendent who will, after entering the information in his register, forward the slips in original at once to the Head-quarter office where the particulars will be entered in the District gang register from these slips.

In any case in which slips may not have been received by the Assistant Superintendent, but the movements or other particulars are reported in station-house reports or diaries, they will be communicated by the Assistant Superintendent to the Head-quarter office by means of extracts but not by forwarding the station-house reports or diaries in original.

(b) Similarly, any information available in the Head-quarter office regarding gangs coming into or already in the sub-division should be communicated then and there to the Assistant Superintendent.

3. Gang forms (No. 63, Vol. II), in the case of gangs not already registered in the gang registers of the sub-division, will be submitted by Inspectors *direct* to the Head-quarter office, which will, after obtaining the orders of the Superintendent thereon, transmit them *through the Assistant Superintendent*, who will, after making necessary entries in his register, forward them on to the station-house officer through the Inspector.

4. All gang papers (Forms Nos. 63 and 64 and extracts, if any, from station-house reports or diaries) will, after final disposal, be sent to and filed in the Head-quarter office separately for each gang in chronological order.

Escorting Criminal Gangs (P.O. No. 189 (c), Note).

A Superintendent refers the question whether escorting gangs of supposed criminals as distinguished from merely watching gangs is permissible. The point is that in no case should the law be broken, while at the same time every possible effort should be made to maintain a record of the movements of all persons *bonâ fide* suspected of crime. It is very rarely the case that it is advisable to actually detach one or more constables to escort or accompany a gang. Such cases occur occasionally, and the Inspector-General is not prepared to make a hard-and-fast rule that no gang is ever to be escorted. The following two orders of Colonel Porteous and Colonel Rolland appear to the Inspector-General to express very suitably the principles which should guide Superintendents in the matter, and they are republished for general information :—

Remarks of Colonel C. A. PORTEOUS, Deputy Inspector-General of Police, Northern Range, on letter No. 421, dated 6th June 1884, from the Superintendent of Police, Kistna district.

I. For the prevention of crime it is no doubt an admirable plan to watch the movement of wandering gangs by whom many of our graver crimes are committed, but this watching must be much more carefully, judiciously and expertly performed than is now done. If there are Policemen about them, wandering gangs cannot help occasionally seeing them, but the Policemen should not be everlastingly in sight. These gangs should feel that they are being watched by intelligent Policemen, of whose whereabouts they are not always aware and who turn up at unexpected times and places—rather than by an ignorant ‘Bobby’ in uniform always in view. It must be remembered that if a person (Policeman or other) is always in sight, he is more easily eluded or avoided than a man whose whereabouts are not always exactly known.

II. Once the numbers, names and description of different members of wandering gangs have been taken, they should never again be interfered with, unless when committing or about to commit or they have committed crime. It must be borne in mind that descriptions are important; for although members of wandering gangs occasionally disguise their appearance, their identity can generally be proved. But names are often of very little use as they are so continually being changed. I have known a Yanadi under half a dozen different names, not one of which was his proper name. It would be as well if the man or men appointed to watch a gang were others than those who took their names, description, etc.

III. The duty of watching gangs is a very difficult one and requires peculiar talent and intelligence above that of the ordinary constable. The very best and most intelligent men of a division should be appointed to this duty; they should also be men with thorough local knowledge. One man or even two men cannot perform this duty thoroughly by themselves. They must work hand in glove with all the Village Munsifs and Village Police of the surrounding country, having their assistance, obtaining information from them as to the movements of gangs or presence of individual members in the villages, etc.

I repeat that wandering gangs must be made to feel that they are being properly watched and that when least expected a Policeman may be down on them and not always to see a Policeman in front of them.

IV. The usual plan now is for the Policeman to have a *paka* among those of a gang or at one side; he considers the gang in his charge. If he sees a man going anywhere (going to cut wood, etc.) he calls out "where are you going"? "You have no business to leave without my permission." The men are constantly bullied, not even allowed to gain an honest livelihood or a still more common practice is for the constable to get a comfortable berth in an adjoining village and only to turn up somewhere near the gang when the Inspector or head constable is expected. The constable, as a rule, sleeps in the village at night and does not go with two or three talaiyaris round the wandering gang's camp.

V. I say again the best men must be used, and they must, to a certain extent, be trusted and held responsible for full information regarding the movements of the gang. The record of names, description, etc., should, as a rule, be undertaken by a head constable. The fullest information should be obtained of every gang, where it has come from and where going, and the Police of adjoining stations should be freely communicated with; nothing but all hands working together; all stations, divisions and districts doing their best will ensure success in this matter; what more can I say? It is easy to give orders, the difficulty is in having them carried out.

Remarks of Colonel A. T. ROLLAND, Acting Deputy Inspector-General of Police, Central Range, dated 28th June 1884.

It is, as Colonel Porteous says, a very difficult matter to have wandering gangs thoroughly, efficiently and intelligently watched. An Inspector should be able to select men fitted for this duty or have them at all his stations: he should enlist the sympathies and aid of all Village Magistrates and Village Police to bring in information sharp of arrival of wandering gangs; these our men can be put on. They should be specially instructed that they are in no way to interfere with the movements of the gang, who are at perfect liberty to go where they like, as long as they don't commit crime; when a gang finds that they are being watched, they will frequently break up into one or two at a time and meet elsewhere; frequently the young and able-bodied members of a gang will keep entirely apart from the old men, women and children; this is when they are committing crime, probably in another district, and they all meet afterwards.

The danger in interfering with the movements of these people is that the Policeman is liable to prosecution; a case of this nature did occur in Tanjore and the head constable was tried at Sessions and got off only "by the skin of his teeth."

The time to look up a gang is during the night; during dark nights, the chances are that some of them will be found to be absent; the constable should then send off word to all surrounding station-house officers, and those station-house officers should at once communicate the occurrence of crime to the constable with the gang, who would naturally then be on the alert, and both he and the station-house officers could work together, as well as Village Magistrates and Village Police.

It is a very difficult matter to lay down hard-and-fast rules; the one thing to remember is that one must not interfere with the liberty of the subject and to keep within the law.

Points to be dealt with in the District Administration Report.

(P.O. No. 212, Note.)

Note.—As to the subjects to be noticed and the order in which they are to be noticed, the latest Presidency Police Administration Report should be consulted.

(Extract from Circular Memoranda No. 5597, dated 14th November 1895, and No. 3963, dated 14th October 1896, with subsequent amendments.)

The Inspector-General notices that sufficient care and attention have not been bestowed upon the preparation of the annual District Administration Reports. They are often drawn up by the Superintendent's office and contain no criticism on the work of the year, or explanation of any variation in statistics of crime, etc. The Inspector-General requests that future reports should be drawn up by District Superintendents themselves, who should endeavour to make them a useful review of the work of the year. The mere repetition of figures which appear in statements—a mode of review which took up the greater part of past reports—should be avoided. District Administration Reports should, as far as possible, follow the lines of the General Administration Report submitted by the Inspector-General to Government. Among other matters, and in addition to the subjects hitherto treated of, the following should be carefully dealt with in the next and future reports :—

(1) *Strength of the Force.*—Note any increase or decrease and the Government or other order on which it is based.

(2) *Enlistment.*—Dwell specially upon recruitment, stating whether it is easy or difficult, and, in the latter case, what measures, if any, were adopted to meet the difficulty, and what causes appear particularly to operate for or against recruiting for the Police.

(3) *Armament of the Force.*—State if all Inspectors have been supplied with revolvers and are practised in their use, and if the sanctioned allotment of carbines and swords for head constables and constables has been supplied, and whether they are in good order.

(4) *Reserves.*—State whether the reserves are up to their full strength, and report on their drill, discipline, shooting, and general efficiency.

(5) *Town Police.*—Remark on their work and their efficiency.

(6) *Hutting and Building.*—Comment generally on the amount of accommodation in the matter of stations and huts in the district. Note the average cost of construction per hut during the year, explaining anything unusual in rates. Give particulars as regards stations constructed during the year, whether departmentally or by the Public Works Department, and note if the allotments for repair and construction were fully utilized.

(7) *Punishments.*—Explain any noticeable increase or decrease in the number of punishments under each head, and note how many men who were punished by Criminal Courts, were also departmentally punished, and in what manner. Offer general remarks on the state of discipline of the force in the district.

Appeals.—Note the number of cases in which the Superintendent's decisions were modified or reversed by the Deputy Inspector-General or the Inspector-General.

(8) *Rewards*.—Note the allotment sanctioned and the amount spent. Give briefly any cases of specially good work.

(9) *Police Officers convicted*.—Distinguish the offences committed in *official* from those committed in *private* capacity. Give particulars of cases of torture and serious cases of extortion, illegal gratification, and wrongful confinement. All cases in which a Police officer was tried for misconduct by the Sessions Court should be specially noticed.

(10) *Escapes from sub-jails and other Police custody*.—If the number of these is large, special explanation and reasons should be given. Escapes from the custody of Abkari officers should be excluded from the statement of escapes from custody.

(11) * * * *

(12) (a) *K.Ds.*, (b) *Suspects*, (c) *Receivers*, (d) *Gangs*.—The registration and reporting of criminals under these heads have been exceedingly unsatisfactory and a matter of adverse comment by Government. Superintendents should give this most important matter of Police working their special and constant attention. It has been noticed that figures which are palpably wrong, especially as regards receivers and wandering gangs have been accepted and passed on without explanation or remark by Superintendents, when forwarding their administration reports to this office. The instructions in P.O. No. 188 for the preparation of the annual returns should be most carefully attended to. Superintendents should scrutinize the figures under each head and see whether they, at least approximately, represent the true state of things, explaining as fully as possible the reasons for any large difference, greater or less, when compared with the corresponding figures of neighbouring districts, with reference to the statements in the last report.

Note.—Inspectors should be ordered to prepare the returns from station registers, and should be held responsible for any inaccuracies.

A special paragraph should be devoted to this subject in the report and it should be noted how many K.Ds. were removed from the register on the different grounds of honest life, infirmity, old age or death (the number removed under each head being shown separately), and also how many new names of K.Ds. suspects and receivers were brought on the registers during the year. Instructions in P.O. No. 188 for giving the number of K.Ds. and the number of suspects *convicted during the year* should be carefully attended to. The number of known depredators out of view on the 31st December of each year must be separately reported in the annual Administration Report.

As regards criminal gangs, in addition to correct information as to their number and constitution, particular information should be given as to what steps were taken to watch them and follow their movements.

Care should be taken to obtain correct and reliable information as to the number of houses of bad repute, toddy shops, receivers' houses and gambling houses.

The names of stations whose registers have not been scrutinised by Superintendents or Assistant Superintendents should be given in the report.

(13) *Cases found false after trial*.—It should be borne in mind that because persons charged have been acquitted or discharged it does not follow that the *cases* are false, i.e., that no offence ever took place. Most cases in which persons are discharged or acquitted are (undetected) *true cases*.

(14) *Action taken against false complainants*.—Any comments which may be necessary on the figures given in the Book of Miscellaneous Returns should be made.

(15) *Security for good behaviour*.—State in how many cases the security sections of the Criminal Procedure Code were resorted to and with what result, especially with regard to foreigners, K.Ds., suspects and wandering gangs. Remark generally on the attention paid to preventive work by this means.

(16) *Absonders*.—Make out, as far as possible, the number of persons evading arrest at the close of the past year, the number surrendering themselves or arrested during the current year, and the number still absconding.

(17) *Village Police*.—Remark on the work of patrolling roads and ghâts where talaiyaris are especially employed for this purpose, and state whether the Village Police proper have assisted in the detection and prevention of crime and kept the regular Police posted in the movements of K.Ds., suspects, foreigners and wandering gangs. Any cases where the District Magistrate has issued a general instruction to village heads for the registry of suspicious characters, or passed any general orders regarding matters specially affecting the Police, should be noticed.

(18) *Conduct of the Police*.—Give general opinion. Note how they acted in any instance of disturbance, riot, etc.

(19) *Merits of Officers*.—Name any Inspectors who have done good work during the year. Note briefly any cases in which they markedly distinguished themselves. These remarks on good work will be taken into consideration when claims for promotion are sent in.

(20) The returns should be submitted *punctually* on the 1st February of each year. If any information is then wanting, it should be supplied afterwards, but the returns should on no account be delayed. The Administration Report must reach the Chief Office by the 15th February, and District Magistrates should be requested to return it with their remarks so as to enable Superintendents to comply with this order.

Note.—It is requested that the last review and order of Government on the administration report may be carefully perused and all points which have been noticed by Government with reference to any particular district or districts attended to, so far as they apply to each individual district.

Vernacular Examinations (P.O. No. 215).

The principal object of the Lower Standard is to test the proficiency, for practical purposes, of the Assistant in the Vernacular language of his district. For this purpose at least three papers, which he has never seen before, taken from official records very much at hazard, and written by different persons in a plain running hand, must be read aloud by the Assistant correctly and without difficulty; and after being read aloud their contents must be correctly explained by him in English. An English judgment, or other official paper to be furnished by the Board of Examiners, must be translated by him into the Vernacular without assistance. The translation must be substantially correct in meaning and intelligible to a native, tolerably correct in grammar and spelling and free from any very bad errors of idiom. He must dictate off-hand, with some fluency, the translation into the Vernacular of an English report or other official paper, also to be furnished by the Board of Examiners, whereof the translation shall be written down exactly as dictated. The dictated paper must, in like manner, be intelligible and substantially correct. He shall then be tested in conversation with two or three natives in such manner, and to such extent as shall suffice to satisfy the examiners as to the degree of his power of understanding natives of different classes, and of making himself understood by them—such conversation or colloquial examination to be confined to the ordinary duties and business of a Court or Cutcherry, and not to embrace abstruse or peculiar subjects. When the mother tongue of an Assistant is the language of examination, he shall be tested in the reading and explanation of official manuscripts only.

In the case of the Higher Standard Test, the candidate has to show that he can (a) dispose of Vernacular correspondence by Vernacular orders, and (b) conduct an investigation without an interpreter.

In testing the candidate's qualifications under (a) Vernacular manuscripts shall be given to him to read. These papers will be written in a common office running hand and must be read by the candidate with fluency. The "orders" to be passed shall be dictated by the candidate and shall be written down by a native clerk exactly as dictated. Under (b) the test shall be applied as follows:—

A number of persons, not less than three, will make statements in narrative form in the Vernacular. The candidate must write down these statements with accuracy in English as they are delivered and then read them over to the deponents in the Vernacular with a view to ascertain whether the statements have been correctly written down, making such additions or corrections as may be found necessary.

The standard of tests in translation and conversation in the language shall be as high as that hitherto required for the High Proficiency Examination. With a view to test a candidate's ability to converse in the language, he will be required to carry on a conversation with three different persons for at least five minutes each, on subjects essentially different. The persons chosen should be not only of different degrees of intelligence, but should also be distinguished by peculiarities of pronunciation and by differences in the character of the language spoken by them. *e.g.*, one might be a Vernacular clerk, one a ryot, and one a fisherman or a cooly. It will not be sufficient for the candidate to understand what is said to him by these persons; he will be required also to make himself intelligible when speaking the language to them; and it is to this end that the minimum time for each conversation is prescribed.

(Extracted from the rules relating to the examination, etc., of Assistants in the Indian Civil Service.)

Memorial Rules (P.O., No. 280 (e), Note).

(Extract from the *Fort St. George Gazette*, dated 9th May 1899, pp. 511 to 516, as subsequently amended.)

A.

RULES FOR THE SUBMISSION, RECEIPT AND TRANSMISSION OF MEMORIALS AND OTHER PAPERS OF THE SAME CLASS ADDRESSED TO HIS MAJESTY OR TO THE RIGHT HON'BLE THE SECRETARY OF STATE FOR INDIA.

(Notifications of the Government of India, Home Department, dated the 29th March and 24th May 1878, 30th July and 7th November 1879, 21st September 1880, 18th March 1881 and 30th October 1889.)

I. No memorial will be received or attended to unless forwarded as herein-after prescribed.

II. Every memorial should be accompanied by a letter requesting its transmission to the authority to which it is addressed.

III. Every memorial addressed to His Majesty or to the Secretary of State for India should be forwarded through the Local Government under which the writer is residing or is employed.

IV. Memorials to His Majesty or to the Secretary of State from persons in the Madras Presidency should be forwarded direct by the Local Government, with a full statement of facts and an expression of opinion, except in the case of memorials which relate to any rule or standing order of the Government of India, or which, if granted, would cause expenditure for which the Imperial and not the

Local Government would be primarily responsible, or which relate to any legislative proceeding of the Governor-General in Council or to an Act to which the Governor-General in Council has assented, or which relate to a case which has been previously under the consideration of the Government of India, whether on appeal or otherwise. Such memorials should be forwarded with a covering letter containing a full statement of facts and an expression of opinion to the Government of India in the Department having cognizance of the subject-matter of such memorial, by which Department the memorials will be transmitted to the Secretary of State.

* * * *

VII. No limit is fixed to the time within which an appeal from an order of the Governments in India must be preferred to the Home Government, except in the case of appeals from a judicial decision in which the Judge is a Political officer, and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a period of twelve months from the date of communication to the persons concerned of the order to which objection is taken.

VIII. Memorials may be transmitted either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet.

IX. Memorials, together with their accompanying documents, should be in English. If the accompanying documents must necessarily be forwarded in the Vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

Note.—It will be well for the transmitting office to examine such translations, and, if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

X. It is not necessary that memorials should be forwarded in duplicate or triplicate. The originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI. As a general rule, the transmission to England of a memorial duly forwarded through the proper channel will not be delayed by the transmitting Government in India beyond a month after the receipt of such memorial.

XII. Governments and Administrations in India are vested with discretionary power to withhold the transmission of memorials addressed to His Majesty or to the Secretary of State in the following cases:—

- (1) When a memorial is illegible or unintelligible.
- (2) When a memorial contains disrespectful or improper language.
- (3) When a second memorial is presented after a decision has already been given by the authority to which it is addressed, and when no new facts or circumstances are adduced which afford grounds for a reconsideration of the case. A memorial addressed to His Majesty by a person whose appeal to the Secretary of State has already been rejected, shall be held to be a second memorial to the same authority, and shall not be transmitted.
- (4) When a memorial is a mere application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a memorial is an application for employment under one of the Governments in India from a person not belonging to the covenanted service.
- (6) When a memorial is a mere appeal from a judicial decision.
- (7) When a memorial is addressed by an officer still in the public service and has reference to his prospective claim to pension.

- (8) When a memorial is an appeal against an order of a Local Government regarding the dismissal, removal, reduction, or other punishment of a Government servant whose salary was not more than Rs. 100 a month; or when it is an appeal against similar orders of a Local Government confirmed by the Government of India from a Government servant whose salary was not more than Rs. 250 a month.

Note.—The Governor-General in Council considers that the discretionary power of withholding petitions under this clause by private persons or by officers of all Civil departments, should be used with caution and only after a full consideration of the facts in each case. Having regard to the constitution and character of the Indian subordinate services, dismissals of Government officials often involve serious distress, if not actual ruin, to them, and it is right that, under such circumstances, every opportunity should be allowed to them of making themselves heard. Further, when, as sometimes happens, their representations reach the Secretary of State through non-official channels, it is convenient that he should be in a position at once to deal with them, instead of being obliged, as may now be the case, to refer for information to this country. Such petitions, therefore, should not be withheld when there is any reasonable prospect of difference of opinion as to the orders passed on them by the Government of India, or when they contain anything to which the attention of the Secretary of State is likely to be especially directed. (Resolution, No. 1438, dated 24th September 1880.)

- (9) When a memorial is a mere appeal against the non-exercise by one of the Governments or Administrations in India of a dispensatory discretion vested in such Government or Administration by law or rule.
- (10) When a memorial is an appeal against a decision by any local, municipal, or other authority, which by any law or rule having the force of law is declared to be final.
- (11) When a memorial is an appeal against the action of a private individual, or of a body of private individuals, regarding the private relations of the memorialist and such individual or body.
- (12) When a memorial is an appeal against orders refusing the grant of a pension to an inferior servant who is not eligible for such grant under the pension rules.

[*Vide* Government of India, Home Department Notification No. 1516, dated 14th September 1894, printed in G.O., No. 731, Public, dated 1st October 1894.]

XIII. The Government of India may withhold the transmission of a memorial addressed to His Majesty or to the Secretary of State, unless the memorialist has previously memorialised the Government of India and the Local Government concerned on the same subject.

XIV. A list of memorials withheld under the discretionary power conferred by rule XII will be forwarded quarterly to the Government of India in the case of memorials withheld by Local Governments under the same discretionary power, and by the Government of India in the Department concerned to the Secretary of State.

B.

RULES FOR THE SUBMISSION, RECEIPT AND TRANSMISSION OF MEMORIALS AND OTHER PAPERS OF THE SAME CLASS ADDRESSED TO HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL.

(Notifications of the Government of India, Home Department, dated the 11th October 1889, 30th October 1891 and 13th July 1893, and letter of the Home Department No. 1077—1-55-R., dated 3rd October 1890.)

SECTION I.

Petitions from Private Persons or Public Bodies.

1. Every petition to the Government of India, whether it bears immediately on a matter of Imperial policy or has reference to the orders or the general policy

and action of Local Government, should be forwarded through the Local Government under which the petitioner is residing or is employed. But there is no objection to the petitioner's forwarding simultaneously a duplicate copy of the petition to the Government of India, if he so desires, provided that he marks it as a "duplicate."

1-A. A petition from a person who has been removed from, or has left the service of Government, relating to his removal from the service or to claims arising out of his service, should be forwarded through the Local Government under which the petitioner was employed.

2. A petition may be either in manuscript or print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or when the petitioners are numerous, by one or more of them, and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the Local Government requesting its transmission to the Government of India, and when any order of a Local Government is appealed against, by a copy of such order, as well as of any orders passed in the case by subordinate authorities.

4. Communications on matters connected with any Bills before the Council may be addressed either in the form of a petition to the Governor-General in Council or in a letter to the Secretary in the Legislative Department, and must in either case be sent to the Secretary to the Legislative Department. Ordinarily such communications will not be answered. Except in the case of the High Court at Fort William, such communications from Courts, officials, or public bodies should be sent through the Local Governments.

SECTION II.

Petitions from Officers in Civil Employ.

1. Every officer wishing to petition the Government of India should do so separately.

2. Every petition should be submitted through the head of the office or department to which the petitioner belongs and be forwarded by him through the usual official channel. But there is no objection to the petitioner transmitting a duplicate to the Government of India direct, provided that he marks it as a "duplicate."

3. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in such matter.

4. No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer still in the public service, unless it is submitted by the officer himself.

(G.O., No. 207, Public, dated 4th February 1898.)

SECTION III.

Rules for Observance by Local Governments in regard to the Transmission or Withholding of Petitions.

1. Petitions should be forwarded to the Government of India by the Local Government with a concise statement of material facts and (unless there be special reasons for not doing so) an expression of opinion.

If the petition is an appeal against an order of dismissal from Government service, the paper submitted by the Local Government should show whether the charge against the petitioner was reduced to writing; whether his defence was taken and reduced to writing; and whether the decision was in writing.

2. When the petition is not in English, the Local Government should transmit a translation with it.

3. Local Governments are vested with discretionary power to withhold petitions addressed to the Government of India in the following cases:—

- (1) When a petition is illegible or unintelligible.
- (2) When a petition contains language which, in the opinion of the Local Government, is disloyal, disrespectful or improper.
- (3) When a previous petition has been disposed of by the Secretary of State or the Governor-General in Council, and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.
- (4) When a petition is an application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a petition is an application for employment from a person not in the service of Government.
- (6) When a petition is an appeal from a judicial decision with which the executive has no legal power of interference.

Note.—If the Government have reserved any discretion of interference or are concerned as a party to the suit, or if the appeal is practically an appeal for mercy or pardon, the petition must be transmitted. But in the last mentioned case the transmission of the petition will not affect the discretion in regard to capital sentences allowed to Local Governments by the Home Department Resolution, dated 14th October 1885.

- (7) When a petition is an appeal against an order of the Local Government upholding on appeal the dismissal, removal, reduction, or other punishment of a Government servant whose salary was not more than Rs. 100 a month.
- (8) When a petition is an appeal against a decision which by any law or rule having the force of law is declared to be final.
- (9) When a petition is an appeal in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for appeal has been exceeded.
- (10) When a petition is an appeal against an order or decision of the Local Government, and is made more than six months after the communication of such order or decision to the petitioner without satisfactory explanation of the delay.
- (11) When a petition is addressed by an officer still in the public service and has reference to his prospective claim for pension, except as provided in article 915 of the Civil Service Regulations.
- (12) When a petition is an appeal against the non-exercise by the Local Government of a dispensatory discretion vested in it by law or rule.

Note.—For the rule to apply there must be a discretion vested in the Local Government by a law or rule to waive or dispense with some qualification or condition, and the Local Government must have declined to waive such qualification or condition. The appeal, too, must be against such refusal only—*vide* Home Department No. 1077-1-55, dated 3rd October 1890.

- (13) When a petition relates to a subject on which the Local Government is competent to pass orders and no previous application for redress has been made to the Local Government.

4. If a petition is withheld, the petitioner should be informed of the fact and the reason for it.

5. A list of petitions withheld under rule 3, with the reasons for withholding them, shall be forwarded quarterly to the Government of India in the Department concerned.

**RULES FOR THE SUBMISSION AND RECEIPT OF PETITIONS AND OTHER PAPERS
OF THE SAME CLASS ADDRESSED TO THE GOVERNMENT OF FORT ST. GEORGE.**

I. Persons having cause of complaint against any servant of Government, civil or military, shall, in the first instance, seek redress from the officer in whom the local authority is vested, who, if unable to grant the redress sought, shall pass an order in writing to that effect. If dissatisfied with this decision, the petitioner shall be at liberty to address the Board of Revenue or Court, or superior civil or military authority, by which the local authority is controlled; or he may address the Government, in cases wherein there is no intermediate authority.

II. The Government will not receive a petition on any matter, unless it shall appear that the petitioner has first applied to the local authority, and also to the Board of Revenue or other controlling authority, where such exists. The petitions addressed to such local and controlling authorities, or copies of them, and the answers or orders of those authorities respectively, if any shall have been passed, must be annexed to the petition addressed to Government.

III. In order to enable Government to maintain the foregoing rule, without injustice or hardship to complaining parties, all heads of offices will understand that a party affected by an order is entitled to have, on application, a copy of the order, which should contain full details of the grounds of the decision. This is to be furnished to him, on plain paper, and without payment.

IV. Government will receive petitions only from principals; addresses running in the name of a vakil or agent will receive no attention. Anonymous petitions will be totally disregarded.

* * * *

VIII. Every officer wishing to petition the Government should do so separately.

IX. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in such matter.

X. Every petition must be submitted through the head of the office or department to which the petitioner belongs or belonged.

XI. The head of the office or department will at once forward the petition to the Government through the ordinary official channel, and may make such remarks, as he may consider necessary, in regard to the accuracy of the statements made and inferences drawn in the appeal petition; he will also forward such records, not submitted by the appellant, as should properly be consulted in order to the disposal of the appeal.

If the petition is an appeal against an order of dismissal from Government service the papers submitted by the head of the office or department should show whether the charge against the petitioner was reduced to writing; whether his defence was taken and reduced to writing; and whether the decision was in writing. Where service or character books are maintained these also should be submitted.

XII. As the Governor in Council never interferes with the distribution of subordinate appointments, applications for situations in the gift of heads of departments will remain unnoticed.

XIII. Petitions addressed to Government will be liable to summary rejection in the following cases:—

- (1) When a petition is illegible or unintelligible.
- (2) When a petition contains language which, in the opinion of Government, is disloyal, disrespectful or improper.
- (3) When a previous petition has been disposed of by the Madras Government, the Governor-General in Council, or the Secretary of State and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.

(4) When a petition is an application for pecuniary assistance by a person manifestly possessing no claim.

(5) When a petition is a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment.

Note.—Applications from unpassed candidates wishing to obtain appointments in the public service and praying for exemption from the examination rules must be made to the head of the department which they wish to enter.

(6) When a petition is an appeal from a judicial decision, with which the executive has no legal power of interference.

(7) When a petition is an appeal against a decision which by any law, or rule having the force of law, is declared to be final.

(8) When a petition is an appeal in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for appeal has been exceeded.

(9) When a petition is addressed by an officer still in the public service, and has reference to his prospective claim for pension, except as provided in article 915 of the Civil Service Regulations.

(10) When a petition is an appeal against the non-exercise by Government of a discretion vested in it by law or rule.

(11) When a petition is an appeal against the decision of a duly constituted Court of Law in a Native State in political relations with Government.

(12) When a petition is an appeal against any order prejudicially affecting a Government servant or an employé of a local authority who is in receipt of a salary not exceeding Rs. 50 a month, if an appeal against such order has already been decided by an officer superior to the officer passing the order.

* * * *

(13) When a petition is an appeal against an order dispensing with the services of a temporary employé of the Local Government in accordance with the terms of his agreement.

XIV. The foregoing rules apply also to petitions by persons no longer in military employ who have served in the army or the Royal Indian Marine, or have been attached to regiments or batteries or the staff or departments of the army in any capacity.

Circular Memoranda on Leave (P.O. 350 (f), Note).

1. All Police officers on pay not exceeding Rs. 20 per mensem, whether enlisted before or after 19th July 1871, are subject to the leave rules in the Civil Service Regulations.

2. Hospital leave granted to head constables and constables under article 288, Civil Service Regulations, should be entered in the Leave Register.

Hospital leave under article 288, Civil Service Regulations, may also be granted to men whose pension is regulated by the Superannuation Fund Rules as they are also subject to the leave rules in the Civil Service Regulations.

3. The restrictions mentioned in article 260 of the Civil Service Regulations do not apply to "Hospital leave" under article 288.

There is no limit as to the period of service which should be rendered before an officer can be granted hospital leave under article 288, according to which, in any period of three years, six months' hospital leave is admissible.

The period spent on hospital leave does not count as service for privilege leave, but is not an interruption of duty involving forfeiture of privilege leave previously earned.

Where the hospital is at a distance from the officer's station, the reasonable time taken for travelling to the hospital will be treated as time spent on duty. The time taken for returning from the hospital to the station should be included in the hospital leave.

4. Absences without leave, unless they are subsequently converted into casual or other admissible leave, and leaves other than *privilege leave* or *hospital leave* (under article 288, Civil Service Regulations, whether with full pay or on half pay), are interruptions of duty within the meaning of articles 246 and 260.

Men recommended by a Medical officer for a change of air are not entitled to hospital leave, unless they receive medical aid as outdoor patients at the headquarters of their districts, as required by article 288.

5. A constable admitted as an in-patient in the hospital should be granted leave of absence and not treated as on duty.

For leave under article 288, Civil Service Regulations, the Medical officer should be requested to certify (in the hospital book, if convenient) that illness has not been caused by irregular or intemperate habits.

If hospital leave or privilege leave is not at credit, an officer sick in hospital or elsewhere may be granted sick leave under article 336 of the Regulations.

6. There is no objection to grant leave without allowances to constables in continuation of privilege leave under article 339, Civil Service Regulations, provided that the conditions prescribed are fulfilled.

7. All periods of "overstaying leave" punished with forfeiture of pay (whether with or without a black mark) should be entered as such in the Defaulter Book and in the Leave Register.

8. Casual leave is not recognized as leave of any sort; it is sufficient to enter it in the Long Roll and it need not appear elsewhere.

9. When a Police officer on Rs. 20 and less, absent on privilege leave, over-stays it for a week or any less period, the Superintendent may treat the period as "overstay," for which the man will not be entitled to pay, or as extension of privilege leave if he is eligible for it and if the Superintendent considers him deserving of the indulgence, having regard to the circumstances of the overstay.

When the period of overstay is more than a week extension of privilege leave may be granted as stated above or leave without pay under article 339, Civil Service Regulations, provided the conditions therein laid down are fulfilled; failing these alternatives, the whole period (original leave and overstay) should be treated as such other leave (including leave without pay) as the man may be eligible for and as the Superintendent may deem fit to grant.

It must be understood that the treatment of a case in any of the ways above explained is entirely within the discretion of the officer granting leave.

Note.—When overstay of privilege leave is not covered by the grant of extension of leave but treated merely as "overstay" service for privilege leave is interrupted thereby—*vide* article 253, Civil Service Regulations.

10. When a man is under treatment in hospital for a disease certified to have been caused by irregular or intemperate habits he is not entitled to hospital leave with full or half pay under article 288, Civil Service Regulations, but he may be granted privilege leave if he is eligible for it and, if not, he should be granted leave on medical certificate on half pay under article 336, Civil Service Regulations.

Question.

Answer.

11. Can a constable who is eligible for hospital leave only on half pay and also privilege leave be granted the latter for the time he spends in hospital under treatment?

Yes.

If the privilege leave at a constable's credit is not sufficient to cover the whole period of his absence in hospital, can hospital leave on half pay be tacked on to privilege leave when he is not eligible for hospital leave with full pay and leave granted accordingly?

12. A constable is absent without leave for a day. The Superintendent grants leave without pay. The constable forfeits privilege leave previously earned.

This is clearly unfair.

13. When leave on medical certificate is granted to an individual under article 336, Civil Service Regulations, what period of service must he have before he can be granted the leave under the above article? For instance, a recruit having only three months' service applies for two months' leave on medical certificate; can he be granted the leave applied for on half pay?

14. As per article 288, Civil Service Regulations, a Police officer on Rs. 20 or less, when sick in hospital, may be granted leave of absence with full pay for the first three months and half pay for the remaining three months in any period of three years.

The rule is not clear—

(a) Regarding men of less than three years' service, whether they are entitled to the same privileges or not in proportion to their service, namely, whether a recruit of one year's standing is entitled to one month's hospital leave, with pay and one month's on half pay and so on, etc.

(b) Whether an officer of more than six years' service after having obtained the full period of six months' leave with the expiry of the fourth year of his service will again have the privilege of the hospital leave.

Yes. Hospital leave with full or half pay can be granted in continuation of any other kind of leave—*vide* article 232, Civil Service Regulations.

The day or days of absence without leave may be treated as leave of some kind. Superintendents can, even in cases in which they are not satisfied with the explanation for absence without leave, treat at their discretion the day or days of absence as casual leave when it is admissible and punish the absentee by a fine in view to avoid forfeiture of privilege leave previously earned, which would be involved if the absence without leave be treated as leave without pay.

Under the rules in the Civil Service Regulations no limit is laid down as to the period of service a man should put in before he can be granted sick leave on half pay under article 336, so that a recruit of three months' service or less may, at the discretion of the Superintendent, be granted the leave.

There is no limit as to the period of service a man should put in before he can be granted hospital leave, so that a man of a year's or less service can have the full period of six months' leave admissible under article 288, Civil Service Regulations, but he will not be eligible for more until after the end of three years from date of enlistment. In the same manner a man in the fourth year of his service can have another six months' leave but not more until after the end of another three years or six years from date of enlistment.

It should be understood that it is of course quite within the discretion of Superintendents to refuse to grant leave for any length of time to recruits who, they consider, are not likely to turn out fit for service.

15. It very often happens that constables are treated for a month or so in hospitals and then recommended by medical officers for leave of absence. What kind of leave should be granted for the time spent in hospital, and what kind for the time recommended by the medical officer?

If during the period recommended by medical officers for leave of absence the men receive medical aid as outdoor patients as provided in article 288, Civil Service Regulations, hospital leave will be admissible: but otherwise as under article 232, Civil Service Regulations, no kind of leave except leave without pay can be granted in continuation of hospital leave, the whole period, viz., that spent in hospital and that for which leave of absence is recommended may be treated as privilege leave if it is three months or less and if the man is eligible for such leave on the date he is admitted into the hospital; if not, the whole period may be treated as sick leave on half pay under article 336, Civil Service Regulations.

Concessions to Government servants proceeding to the Pasteur Institute at Kasauli for treatment (P.Os. Nos. 353-A, 457 (c), and 479-A).

The Government of India have granted the following concessions to Government servants proceeding to the Pasteur Institute at Kasauli for treatment:—

I. Any Government servant whose pay does not exceed Rs. 30 a month, and any European constable and other European employed in the Police department, drawing not more than Rs. 100 a month, who may be bitten by a rabid animal, while in the execution of any public duty, should be allowed:—

- (i) His actual travelling expenses to Kasauli and back; such expenses to consist of single fare each way by railway of the class by which the officer is, under the rules applicable to him, entitled to travel on duty, and, for journeys by road, the actual cost of transit, not exceeding the amount admissible under the rule; the expenses for the return journey to be paid to the patient at Kasauli, after the treatment is undergone, by the Treasury officer at that station, on production of a discharge certificate from the Director of the Institute.
- (ii) An advance of one month's pay.
- (iii) One month's casual leave, any leave required in excess being treated as privilege or sick leave.

II. These concessions should only be granted on the production of a medical certificate from a Presidency or Civil Surgeon recommending treatment at the Pasteur Institute, Kasauli.

III. The power of sanction should vest in the principal District officer in the department concerned, who should subsequently report his action to the Commissioner in the Civil department, the Superintending Engineer in the Public Works Department or the head of the department, as the case may be, for confirmation and for communication to the Local Government.

IV. The patient should be required to bring back with him the certificate of treatment from the Director of the Institute and produce it before the head of his office.

Memorandum of Instructions prescribing the Procedure to be followed by Civil Officers acting as Public Works Disbursers (P.O. No. 488-A).

1. All expenditure on public works estimated to cost more than Rs. 1,000 in each case incurred by officers not belonging to the Public Works Department will be accounted for as against the grant for "Public Works in charge of Public Works officers" and will be audited by, and brought on to the books of, the Examiner, Public Works Accounts. Such officers act as disbursers of the Public Works Department, and whatever their status may be otherwise, are termed "Civil officers" in this connection.

2. The scope of the audit of the Examiner, Public Works Accounts, does not comprise charges for petty construction and repair of Rs. 1,000 and below, which are adjusted by Civil Accountants-General against the budget grants of the departments concerned.

* * * *

3. The Examiner, Public Works Accounts, has, as the officer charged with the audit and adjustment of expenditure, to see—

- (1) that a work is covered by a duly sanctioned estimate; and
- (2) that funds have been allotted for it either in the budget estimate of the year or by special allotment during the year.

The presence of only one of the above two conditions is not sufficient warrant for incurring any expenditure. Before a work is commenced, therefore, the officer entrusted with its execution should see that both the above conditions have been fulfilled.

* * * *

5. In the case of works the cost of which is within the sanctioning powers of Civil officers, plans and estimates may be prepared in the forms hitherto adopted by those officers; they will be required only to communicate their sanctions to the Examiner.

6. As regards works the cost of which exceeds the sanctioning powers of Civil officers, standard designs when available may be adopted with such modifications as may be necessary by reason of the locality or other circumstances. No plans will, as a rule, be required for roads. Estimates shall be prepared in the forms adopted in the Public Works Department. These estimates, together with the plans, where necessary, should be forwarded to the Superintending Engineer of the Circle, who will, after scrutiny, sanction them or transmit them to the Public Works Department of the Secretariat according as the amount of the estimate is within or in excess of his powers of sanction. The sanctioning authority will communicate such sanction to the Examiner, Public Works Accounts, and to the appropriate civil authority.

7. No work may be commenced, unless there is an allotment of funds for the work in the Public Works budget estimate of the year or a special allotment therefor has been made. Civil officers will submit to Government, with their departmental budget estimates, a list of works costing over Rs. 1,000 which should be included in the Public Works budget. In preparing this list, priority should be given to the most urgent works and to those for which estimates are sanctioned or are likely to be sanctioned in time to admit of the allotments made being utilized within the year. The items for which allotments are made will be incorporated in the Public Works budget. The allotments so made shall not be diverted to other objects without the sanction of Government. All proposals for additional grants, surrenders and reappropriations of funds should be addressed to the Financial Department of the Secretariat, through the administrative department concerned.

8. It is open, on an estimate being sanctioned and provision of funds made for it, for a Civil officer competent to do so, to arrange for the execution of a work. The source and the only one from which he is to be placed in funds for this purpose is the Examiner of Public Works Accounts. Applications for letters of credit shall be submitted so as to reach the Examiner by the 10th of each month for the requirements of the succeeding month.

9. A Civil officer shall maintain the usual cash book, the rules for the proper upkeep of which are to be found in paragraph 1120 *et seq.* of the Public Works Code, Volume I, and in the Civil Account Code, Volume I, paragraph 317 *et seq.*

10. A Civil officer shall send up direct to the Examiner a monthly abstract of receipts and disbursements (Form No. 55-B) showing total cash received and total expenditure on each work in progress. Vouchers shall be sent for all payments in excess of Rs. 10 each, except for service labels, telegrams and establishment charges. This monthly account shall be submitted to the Examiner by the 8th of the month succeeding that to which it relates.

11. A completion report (Form No. 55-A) shall be prepared by the Civil officer on completion of each original work or repairs executed during the year and submitted to the Examiner for final audit. The office of final record for these completion reports is that of the administrative head of the officer who executed the work.

12. Works executed by Civil officers are always likely to be of a petty nature and constructed on standard designs. No professional check will be necessary for these works. In cases, however, of works, the estimates for which have been sanctioned in the Public Works Department, the Civil officer may apply to the Superintending Engineer of the Circle to depute an officer to examine any work when in progress or when completed and to make a general report as to whether the work is being satisfactorily carried out or has been completed in accordance with the estimate. Further than this, no professional check will be necessary.

13. The monthly accounts of Civil officers on receipt in the Examiner's office shall be audited in the same manner as those of Executive Engineers. The Examiner shall correspond direct with Civil officers on all matters incidental to such audit.

14. The Examiner shall report to the Civil Accountant-General all instances in which the accounts show that a Civil officer holds a cash balance.

15. Public Works revenue or other receipts realized by Civil officers carrying out public works shall not be expended, but shall be paid into the treasury to the credit of the Public Works Department, the receipts and payments being recorded in the monthly abstract of receipts and disbursements. These receipts and payments into treasury will not be dealt with by the Executive Engineer, but will be taken to account by the Examiner.

16. The necessary forms may be had by Civil officers on application to the Examiner, Public Works Accounts.

Allocation List of Clothing (P.O. No. 536).

Serial No.	Articles.	No.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables.</i>					
1	Drill, white	To the ordinary police (other than Reserves and Hill Police) of all districts and to the men of Masingudi station of Gudalur division, the Nilgiris district.
	{ Coats* Trousers	2	Annual	...	
	...	2	Do.	...	
2	Drill, khaki	All Reserves (district as well as special) and Hill Police.
	{ Coats ... Knickerbockers	2	Do.	...	
	...	2	Do.	...	
	{ Suits ...	2	Do.	...	To the whole force of Ootacamund and Coonoor divisions of the Nilgiris district.
3	Blue woollen	To the men of Kodaikānal (Palnis) and Tamligudi of Madura district, Shevaroy Hills of Salem district and Gudalur, the Nilgiris district, except Masingudi station.
	{ Suit ... Do.	1	Do.	...	
	...	1	Biennial	...	To the men of Wynaad.
4	Cardigan jacket	To the police (including Reserves and Hill Police) of Ganjām, Vizagapatam, Jypore and Gōdāvari, Kollegal, Pollachi and Sathyamangalam divisions of Coimbatore, Malabar (except Wynaad) and South Canara.
	...	1	Triennial	...	
	...	1	Quadrennial	...	To the whole force of Kistann, Nellore, Kurnool, Bellary, Anantapur, Cuddapah, upland taluks of North Arcot and Salem (excepting Shevaroy Hills).
5	Blue serge	To the men of Kodaikānal and Tamligudi of Madura district, Shevaroy Hills of Salem, South-East Wynaad of Coimbatore and Wynaad of Malabar.
	...	1	Annual	...	

Allocation List of Clothing (P.O. No. 536)—cont.

Serial No.	Articles.	No.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables—cont.</i>					
6	Khaki serge	1	Triennial	...	To the Calicut Reserve and the Special force of Malappuram.
7	Infantry, blue grey	1	Quinquennial	...	To the Balliguda Reserve of Ganjam, Gudem of Vizagapatam, the whole force of Jeypore, Rampa or Chôdavarum of Godâvari, and to the men of Kodakânal and Tandigudi of Madura, Shevaroy Hills of Salem and Wynaad of Malabar.
		1	Quadrennial	...	To the men of the Nilgiris and South-East Wynaad of Coimbatore.
8	Buttons, white, metal, No. II	4	When required	...	To all Head Constables and Constables of the force.
9	Do. do. No. I	6	Do.	...	To all European and East Indian Head Constables of the force.
10	Puttees, brown woollen	1 pair.	Annual	...	To the Reserves of all districts and to the Polavaram and Yellavaram men of Godâvari and to the Calicut Town men.
11	Turbans, Turkey red, with shumlas	1	Do.	...	To all men of the force, excepting all the Reserves and Hill Police and the Special force of Malappuram.
12	Turbans, green, with shumlas	1	Do.	...	To the Reserves (district as well as special) of all districts and Hill Police.
13	Crowns, silver, No. I	2	Biennial	...	To first grade Head Constables.
14	Do. No. II	1	Do.	...	To second, third and fourth grade Head Constables.
		1	Do.	...	To Head Constables of all grades.

Allocation List of Clothing (P.O. No. 536)—cont.

Serial No.	Articles.	No.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables—cont.</i>					
		1	Biennial	To second grade Head Constables.	
15	Chevrons, silver ... { treble double single	1	Do.	To third grade Head Constables.	
		1	Do.	To fourth grade Head Constables.	
16	Good-conduct badges, silver	1	Do.	To the men who are entitled to them.	
17	Chevrons, red cloth, single	1	Annual	To all first-class Constables except those of Reserves (ordinary and special) and Hill Police.	
18	Good-conduct badges, red cloth	1	Do.	To the men who are entitled to them.	
19	Chevrons, green cloth, single	1	Do.	To first-class Constables of all Reserves (ordinary and special) and Hill Police.	
20	Lace, silver, for turbans	24 yds.	Biennial	To Head Constables other than Station-house Officers of all districts excepting those of Reserves (both ordinary and special) and Hill Police.	
21	Lace, silver, green, for turbans	Do.	Do.	To Head Constables of Reserves (both ordinary and special) and Hill Police excepting Station-house Officers.	
22	Sashes, green silk	1	Triennial		
23	Sashes, red silk	1	Do.	To all Head Constables excepting those of the Reserves (both ordinary and special), Hill Police and Station-house Officers.	
24	Braid, white cotton	2 yds.	Annual	To first grade Head Constables of all districts excepting those of all the Reserves (ordinary as well as special) and Hill Police and Station-house Officers.	

Allocation List of Clothing (P.O. No. 536)—cont.

Serial No.	Articles.	No.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables—cont.</i>					
25	Braid, khaki	2 yds.	Annual	...	To first grade Head Constables of Reserves (both ordinary and special) and Hill Police excepting Station-house Officers.
26	Thongs, leather, for coats	1	Do.	...	To all European, East Indian and Native Head Constables, and to Constables.
27	Cumblies	1	Quadrennial	...	To the men of Kistna, Nellore, Kurnool, Bellary, Anantapur, Guddapah, North Arcot, Chingleput, South Arcot, Tanjore, Trichinopoly, Madura (excepting Kodaikānal and Tandigudi), Tinnevely, Salem (excepting Shevaroy Hills), Coimbatore (excepting the Nilgiris and South-East Wynaad), Malabar (excepting Wynaad), South Canara and Madras City.
28	Blankets	1	Do.	...	To the men of Ganjam, Vizagapatam, Jeypore, Gódvāri, and to the men of Kodaikānal and Tandigudi of Madura, Shevaroy Hills of Salem, the Nilgiris and South-East Wynaad of Coimbatore, and Wynaad of Malabar.
29	Sandals	2 pairs	Annual	...	To all Head Constables and Constables excepting Reserves of all districts, Hill Police and the men of Calicut Town, the Nilgiris and South-East Wynaad.
30	Boots	1	Do.	...	To all Reserves, Hill Police and Calicut Town men.
		2	Do.	...	To the men of the Nilgiris and South-East Wynaad.
		1	Biennial	...	To the men of the Nilgiris, Wynaad and all the Town Police on the West Coast.
31	Capes and covers, waterproof	1	Triennial	...	To the men of Kodaikānal, Tandigudi and Shevaroy Hills.
32	Beat badges	1	Quadrennial	...	To each Constable of the Town Police.

Allocation List of Clothing (P.O. No. 536)—cont.

Serial No.	Articles.	No.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to European and East Indian Head Constables.</i>					
33	Drill, white ... <div> <div>Coats ...</div> <div>Trousers ...</div> </div> <div> <div>Trousers only</div> </div>	2 2	Annual	... To the European and East Indian Head Constables of all districts except those of the Reserves and Hill Police.	
34	Drill, khaki ... <div> <div>Coats ...</div> <div>Trousers ...</div> </div>	2 2	Do.	... To the European and East Indian Head Constables of Wynaud.	
35	Blue woollen ... <div> <div>Coats ...</div> <div>Trousers ...</div> </div>	2 2	Do.	... To the European and East Indian Head Constables of Reserves (both ordinary and special) and Hill Police.	
		2 2	Do.	To the European Head Constables of Ootacamund and Coonoor.	
36	Blue woollen ... <div> <div>Coat ...</div> <div>Trousers ...</div> </div>	1 1	Do.	... To the European Head Constables of South-East Wynaud.	
		1 1	Biennial	To the European Head Constables of Wynaud.	
37	Cardigan jacket ... <div> <div>Coat ...</div> <div>Trousers ...</div> </div>	1	Triennial	... To the European and East Indian Head Constables of Ganjam, Vizagapatam, Jeypore, Gótávári, Malabar (except Wynaud) and South Canara.	
38	Cardigan jacket ... <div> <div>Coat ...</div> <div>Trousers ...</div> </div>	1	Quadrennial	... To the European and East Indian Head Constables of Kistna, Nellore, Kurnool, Bellary, Anantapur and Cuddapah.	

Allocation List of Clothing (P.O. No. 536)—cont.

Serial No.	Articles.	No.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to European and East Indian Head Constables—cont.</i>					
37	Khaki serge	1 Suit.	1 Triennial	To the European and East Indian Head Constables of the Calicut Reserve and Special force, Malappuram.	
38	Blue serge	1 Suit.	1 Annual	To the European Head Constables of the Nilgiris, South-East Wynaad and Wynaad.	
39	Caps, forage and helmet, wicker	{	Do.	To the European Head Constables of the Nilgiris.	
40	Gloves	1 2 pairs	1 Biennial	} To the European and East Indian Head Constables of all districts.	
41	Boots	Annual		
42	Crowns, silver	Do.	Do.		
43	Crowns, silver	2	Biennial	To the European and East Indian Head Constables of all districts.	

Rules for the grant of Licenses under the Places of Public Resort Act (P.O. No. 627 (c)).

RULES.

I. Whenever a license is granted for any place of public resort, having an area of 1,000 square feet or less, a fee of Rs. 10 shall be charged, and an additional fee of Rs. 5 for every 500 square feet or fraction thereof in excess of 1,000.

For a tent used as a place of public resort or entertainment the additional fee shall be one rupee for every 500 square feet or fraction thereof in excess of 1,000.

II. All buildings or enclosures constructed of wood or mats and thatched, and tents, shall be deemed to be "temporary" for the purposes of section 4 of the Act and all other descriptions of buildings or enclosures shall be held to be "permanent."

III. No license for a permanent place of public resort shall be granted for a longer period than one year at any one time, nor for a temporary place of public resort for any longer period than six months at any one time.

IV. Except with the special permission of Government no temporary place of public resort shall be licensed, unless it is situated in an open space not less, at any part of it, than 50 yards from the nearest other building.

V. Except with the special permission of Government no place of public resort shall be licensed under the Act unless—

(a) It has not less than two main doors, each double, with leaves at least 5 feet wide and opening outwards only.

(b) When the area of the building or enclosure exceeds 1,000 square feet, at least one additional special exit per 500 square feet of additional space, of a width not less than 8 feet, shall be provided in the exterior walls of the building or enclosure, at suitable distances apart. Such special exits may be closed whilst the building or enclosure is being used as a place of public resort, but the means adopted for utilizing them in cases of emergency shall be detailed in column 4 of the license, the sufficiency of such means being a matter for decision by the licensing authority. Each of such special exits shall be further indicated by a board having the word "exit" printed upon it in the vernacular, in large and legible characters.

VI. No license shall be granted under the Act, unless sufficient provision has, in the opinion of the licensing authority, been made for the prevention and extinguishing of any fire which may occur in or upon the licensed premises. Such precautions as are considered necessary shall be detailed in column 9 of the license. A supply of not less than 5 gallons of water per 100 square feet of area shall be insisted upon, in the case of permanent buildings or enclosures, and this shall be kept stored in buckets in readiness along the walls of the licensed place of public resort. In the case of temporary buildings or enclosures, the supply shall be not less than 15 gallons per 100 square feet of area and shall be stored in buckets in readiness, one-half within, and the other half outside, the exterior walls of the building or enclosure.

Provided that His Excellency the Governor in Council may authorize the licensing authority, in view of the particular construction or disposition of any building, or enclosure, the circumstances of its use, or other special reasons, to issue for such building or enclosure a license with such modification of the aforesaid conditions prescribing the disposal of the water-supply and the minimum amount to be stored as may be deemed suitable and sufficient.

VII. The license shall be granted subject to the following conditions:—

(1) No fires or naked lights shall, under any circumstances, be allowed inside the licensed premises.

- (2) All swinging lights shall be suspended by metal wires or rods.
- (3) No easily inflammable or explosive substance, such as petroleum, kerosine oil, fireworks, gunpowder, etc., in excess of the quantity required for one day's use, shall be stored upon or within the licensed premises.
- (4) The main doors, enumerated in column 4 of the license, shall always be left unfastened and unobstructed, whilst the public are using the licensed premises.
- (5) No structural or material alteration shall be made in the licensed premises, except with the written permission of the authority granting the license.
- (6) The premises shall not be kept open after 2 A.M. without special permission from the authority granting the license.
- (7) The licensee shall produce the license on demand under section 11 of the Act.
- (8) The license is not transferable.

License form, etc., for temporary buildings or enclosures.

VIII. In the case of temporary buildings or enclosures, the following additional conditions shall also be printed at the foot of the license form and shall be enforced:—

- (9) No lights shall be affixed to the side walls, or posts of the building or enclosure hereby licensed, nor be placed within 5 feet of the walls or roof.
- (10) No fireworks shall be ignited by the licensee or his servants within 50 yards of any part of the outer walls of the licensed premises.
- (11) Smoking shall not be permitted within the licensed premises.

(P.G., dated 12th September 1896 with subsequent amendments.)

List of Books, Registers, etc., to be kept in Offices and at Stations.

No.	Name of Register, etc.	Reference to P.Os.	Remarks.
HEAD-QUARTER OFFICE.			
<i>General Department.</i>			
1	Register of Complaints against Police Officers	294	
2	Check Register of Inspectors' Diaries ...	12 (k) Note.	
3	Do. of Station-house Reports ...	134 (b)	
4	Do. of returns	
5	Register of Lands	270 (c)	
6	General Current Register	608 (8)	
7	Disposal List	608 (16)	
8	Index Book	608 (19)	
9	Despatch Book showing expenditure of Service Labels	
10	Itinerary Register of Superintendents ...	32	
11	Order Book *	323 (a)	
12	Current Register of Punishment Rolls ...	608 (8)	
13	Defaulter Book *	333, 337 Note and 345 (a).	
14	Current Register of Leave Petitions and Leave Rolls	608 (8)	
15	Roster of men of other Districts who have applied for transfer	316 (c)	

* All entries in these books must invariably be drafted personally by the Superintendent or the Assistant Superintendent of Police,

List of Books, etc., to be kept in Offices and at Stations—cont.

No.	Name of Register, etc.	Reference to P.Os.	Remarks.
HEAD-QUARTER OFFICE—cont.			
<i>General Department—cont.</i>			
16	Current Register of Petitions received by Superintendent	609	
17	Memo. Form Book *	
18	Reminder Memo. Form Book *	
19	Placard showing hours of arrival and despatch of mails	597	
20	Register of arrivals and departures of Police Officers	313	
21	Remarks Book	15 Note	
<i>Account Department.</i>			
1	Constabulary Register	388 (b)	
2	Service Books of Inspectors, European Head Constables and First-grade Head Constables	387 (h)	
3	Leave Register	363 and 388 (b)	
4	Long Roll	441 (a)	
5	Cash Book	404, 408, 412 to 416.	
6	Account Current Book	404 Note, 405 (b), 461 and 462.	
7	Contingent Register	464 (3)	
8	Treasury Credits Book	401 Note	
9	Do. Bills Book	401 Note and 451	
10	Hutting and Building Yearly Abstracts Register	498	
11	Hutting and Building Ledger	498	
12	Register of Pay Bills	450-A	
13	Register of Travelling Allowance Bills	479-B	
<i>Statistical Department.</i>			
1	Crime Ledger	205, 208, 209	
2	Register of Suicides and Accidental Deaths.	
<i>Store Department.</i>			
1	Receipt and Issue Book of Arms, Ammunition and Accoutrements	516	
2	Receipt and Issue Book of New Clothing	516	
3	Receipt and Issue Book of Part-worn Clothing	535	
4	Register of Casualties and their clothing	535	
5	Receipt and Issue Book of Stationery	550	
6	Receipt and Issue Book of Printed Forms (Books)	550	
7	Receipt and Issue Book of Printed Forms (Sheets)	550	

* These books will be kept in every department of the Head-quarter office.

List of Books, etc., to be kept in Offices and at Stations—cont.

No.	Name of Register, etc.	Reference to P.Os.	Remarks.
HEAD-QUARTER OFFICE—cont.			
<i>Store Department—cont.</i>			
8	Personal Ledger of Stationery and Forms	550 (c)	
9	Receipt and Issue Book of Packing Materials, etc.	555	
10	Receipt and Issue Book of Books of Instruction, Furniture, and other Property.	516	
11	Indent Book	522 and 539	
12	Distribution List of Arms, Ammunition, etc.	567 (c)	
13	Repair of Arms Book	556 Note	
14	Enlistment Book	233 (c)	
15	Hospital Book	350 (b), Note (2)	
16	Register of Articles condemned ...	556	
17	Chock Register of Indents from Divisions	
<i>Intelligence Department.</i>			
1	Register of Criminal Gangs	189	
SUB-DIVISION OFFICE.			
1	Cash Book	404, 408, 412 to 416.	
2	Defaulter Book	333, 337	
3	Itinerary Register of Assistant Superintendents and Inspectors	Note and 345 (a).	
4	General Current Register	32	
5	Disposal List	608 (8)	
6	Despatch Book showing expenditure of Service Labels	608 (16-a), Note.	
7	Check Register of Inspectors' Diaries ...	12 (k) Note.	
8	Check Register of Station-house Reports ...	134 (b)	
9	Memo. Form Book	
10	Reminder Memo. Form Book	
11	Placard showing hours of arrival and despatch of mails	597	
12	Register of Petitions received	609	
13	Remarks Book	15 Note	
STATION HOUSE.			
1	Crime Register	136 (c), 169 (b), and 202 (a).	
2	Occurrence Report	128 (1), 132 (a)	
3	Bail and Recognizance Bond of Accused ...	128, 5 (a)	
4	Bail and Recognizance Bond Book in Abkari cases	38 (a) (i) (3), Note 3	
5	Recognizance Bond of Prosecutors and Witnesses	128, 5 (a)	
6	Charge Sheet	136	
7	Referred Charge Sheet	138	
8	Register of Processes	70	
9	Arrest Report	161	
10	Report of Suspected Property	197	

List of Books, etc., to be kept in Offices and at Stations—cont.

No.	Name of Register, etc.	Reference to P.Os.	Remarks.
STATION HOUSE—cont.			
11	Register of Prisoners searched in Station-House	194	
12	Conviction Register (Book I)	182	
13	Register of Known Depredators (Book II)	183	
14	Book of Rolls of Bad Characters under Police surveillance	182 (b), Notes 4 and 6, etc.	
15	Register of Criminal Gangs	189	
16	Register of Prisoners in sub-jail handcuffed by Police when taken out *	169, Note (2)	
17	Report on Undetectable Cases	128	
18	Register of Petty Cases *	136 (e)	
19	Register of Arms deposited in Police Stations	
20	Register of Licenses under the Arms Act	43 (g)	
21	Duty Roster	23, Note 1	
22	Roster of Villages patrolled	23, Note 1	
23	Visiting Book for remarks of Superior officers	34 (a)	
24	Visiting Book for remarks of Inspectors	34 (a)	
25	Beat Books	23	
26	Station-House Officer's Manual (Vernacular copy)	21 (c)	
27	Sentry Relief Book	78 (10)	
28	Pound Fund Register	45	
29	General Memo. File	
30	Inspectors' Memo. File	
31	Magistrates' Memo. File	
32	Tappal Book	
33	Police Sheet File	
34	Police Gazette File	
35	Rules regarding Confessions	168	
36	Chemico-Legal Examination Rules	143	
37	Translation of certain sections of the Telegraph Act	63	
38	List of Police Stations in the district provided with an impress of telegraph stamps.	133-A.	
39	Rules regarding Foreigners	191 (a)	
40	Rules relating to identification of accused persons	171 and 616 (f)	
41	Translation of G.O. regarding Asiatic Vagrants	191 (a)	
42	Strength of Police Guards for Prisoners	75 (i) (13) and 616 (g).	
43	Notice regarding accidents on Railways	97	
44	List of Arrack and Toddy Shops	38 (b)	
45	List of Beuts, Form No. 233, Vol. II	
46	List of Arms, Accoutrements, Books of Instruction, Furniture and other property.	
47	List of Police Officers attached to Station	
48	List of Undetected Crimes	

* No. 16 will be kept at Cusbah stations and No. 18 in large Municipal towns and places where Act III of 1889 is in force.

List of Books, etc., to be kept in Offices and at Stations—cont.

No.	Name of Register, etc.	Reference to P.Os.	Remarks.
STATION HOUSE— <i>cont.</i>			
49	List A corrected by List B	179 (a) 3, 4	
50	Manuscript List of Proclaimed Offenders ..	179 (a) 5	
51	Translation of sections 30-32, Police Act, V of 1861	56	
52	Instructions in cases of Snake-bite ..	624	
53	Instructions to Platform Constables	
54	List of Persons licensed to sell Opium and Intoxicating drugs	
55	Notice regarding appeals to the Privy Council	616 (c)	
56	Notice regarding the closing of level-cross- ing gates on Railway lines	616 (e)	
57	Standing Circular regarding the detention of persons in Station without arresting	
58	Taluk Treasury and Sub-Jail Guard Rules...	
59	Translation of rules relating to the tempo- rary confinement in sub-jails of long term convicts and notorious criminals	80 (d)	
60	Rules to be observed when compelled to use firearms	249	
61	List of Juveniles discharged from Reforma- tory	
62	Rules under section 565, Criminal Procedure Code, in English and the Vernacular and list of persons ordered to notify under section 565, Criminal Procedure Code ...	183-A	
63	G.O. regarding warning to be given to sportsmen	
64	Kit diagram	
65	Rules regarding the treatment of sick prisoners	75 (j), 616 (g)	
66	List of records to be kept in Station House.	
67	Search List	193 (h)	
68	Register of unidentified prisoners	
69	Crime Abstract Register	201 (a)	
70	Statement of property remaining undisposed of at the end of quarter	197	
71	Standing orders relating to mobilization of Reserve	37 (c)	
72	Rules for the presentation of appeals ...	285	
73	Translation of rules 3, 4 and 6 of the rules regarding Arms License registers and the issue of licenses	43 (g)	
74	Translation of rules regarding arrests in Mysore territory	
75	File of Rolls for reporting foreigners ...	191 (d) (3)	
76	Anthropometry Slip Form No. I	

N.B.—Of the above numbers 35, 36, 38 to 48, 50, 51, 54, 57, 59 to 66, and 71 to 73 will be hung up on the wall of every station-house, 37 will be hung up only at stations through which telegraph lines run, 53 in places where there are railway stations, 55 on notice boards placed outside the station-house, 56 on the wall of every station through which a railway line passes, 58 at stations where there is a Treasury for Sub-Jail, and 74 in all stations bordering the Mysore territory.

**List of Personal Records to be kept by Superintendents,
Assistant Superintendents and Inspectors.**

No.	Name of record.	Reference to P.Os.	Remarks.
Superintendent.			
1	Confidential Register of Inspectors	12 (i)	
2	Confidential Register of Head Constables	12 (i)	
3	List of Detectives	12 (i)	
4	Nominal Stationwar Register of Head Constables and Constables	12 (i)	
5	Crime Register or Note-book of Grave Crime	12 (o) (12)	
	Note.—To be retained for a period of ten years.		
6	Weekly Reports, Part I	12 (o) (14)	
7	Check Register of Crimes	12 (p)	
	Note.—To be retained for a period of three years.		
Assistant Superintendent			
1	Confidential Register of Inspectors in the Sub-division	13 (g)	
2	Confidential Register of Head Constables in the Sub-division	13 (g)	
3	Crime Register or Note-book	13 (g)	
	Note.—To be retained for a period of ten years.		
4	List of Detectives	13 (g)	
5	Nominal Stationwar Register of Head Constables and Constables	13 (g)	
6	Weekly Reports, Part I	12 (o) (14)	
7	Check Register of Crimes	13 (g)	
	Note.—To be retained for a period of three years.		
8	Register of Complaints against Police officers	294, Note (2)	
9	Gang Register	189 (a)	
Inspector.			
1	Crime Register	14 (j)	
2	Defaulter Sheets	14 (j)	
3	Police Gazette File	14 (j)	
4	District Police Sheet File	
5	Village Roster	14 (d)	
6	Takid Book	134 (b)	
7	Note-books	135 and 14 (j) (4)	
8	Book of Target Practice	
9	Memo. Form Book	
10	Register of Arms, Ammunition, Furniture and other property at Stations	568	
11	Book of Receipts and Expenditure of Ammunition	572 (a)	
12	Register of Stationery and Printed Forms.	570 (b)	
13	List of articles returned into stores	535 Note.	
14	Register of Criminal Gangs	189 (a)	
15	Crime Abstract Register	204 (a)	
16	Indent Book	522	
17	Infantry Drill Book	
18	Travelling Diary	14 (d)	
19	Tappal Book	
20	Division Remarks Book (in Form No. 33, Vol. II)	34 (a)	
21	Taluk Map	14 (d)	

List of Periodical Returns, Statements, etc.

N.B.—The list includes only such periodical returns and reports as should be submitted regularly on prescribed dates, but not those which should be submitted when necessity arises, e.g., reward rolls, special reports of grave crime, notices for the Police Gazette, rolls of undersized men for enlistment, etc.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7

FROM HEAD-QUARTER OFFICE TO CHIEF OFFICE.

<i>General Department.</i>						
1	D.P.W. Building scheme (b).	1st April	P.O. 484 (1).
2	List of Incomplete Works in charge of the Superintendents as Public Works disbursers (a).	8th April	P.O. 488-A.
3	Estimates showing details of appropriation for "Petty Construction and Repairs" for the following official year and also for works in charge of Superintendents as P.W. disbursers (b).	1st June	P.Os. 487 and 488-A.
4	Progress Reports, Departmental Works (a).	{ 5th of the month following each quarter. }		P.O. 485.
<i>Statistical Department.</i>						
1	Crime Statistics (a) ...	} 1st Feb.	P.O. 213.
	[Statement A (Police cases), Statement A (Magistrates' (Cognizable) cases) and Statement B (Non-cognizable Crime).]					
2	Statement E (a) ...					
3	Statement F (Quinquennial) (a).					
4	Book of Miscellaneous Returns (a).					

Note.—Returns marked (a) go *direct* to the Assistant Inspector-General, and those marked (b) go *through* the Deputy Inspector-General of the range.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7
FROM HEAD-QUARTER OFFICE TO CHIEF OFFICE— <i>cont.</i>						
	<i>Statistical Department—cont.</i>					
5	Administration Report with District Magistrate's remarks (b).	15th Feb.	P.O. 212.
6	Statement of Offences against Coinage (a).	15th Jan.	P.O. 213.
7	Quarterly Statements of Counterfeit Coining (a).	{ 10th Jan. 10th April 10th July 10th Oct. }		P.O. 214.
8	Summary of results of Sessions cases with judgments (b).	20th of every month.	P.O. 30 (g).
9	Monthly Statement of Crime to be sent direct to the Inspector-General (addressed by name)	7th of every month.	Chief Office Circular Memoranda Nos. 4681, 25-11-03; 4976, 14-12-03; and 980, 14-3-04.
	<i>Account Department.</i>					
1	Return of lands held by Military Officers, if any, and Uncovenanted Gazetted officers (a).	15th Jan.	P.O. 270
2	Statement of Rewards (a).	31st Jan.	P.O. 476.
3	Permanent advance acknowledgment (a).	15 April	P.O. 463 (a).
4	Travelling Allowance Bills of officers (b).	15th of every month.	...

Note.—Returns marked (a) go direct to the Assistant Inspector-General, and those marked (b) go through the Deputy Inspector-General of the range.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7
FROM HEAD-QUARTER OFFICE TO CHIEF OFFICE—cont.						
	Account Department— cont.					
5	Accounts Current (a).	15th of every month.	P.O. 461.
* 6	Memo. of sums paid into the Treasury (a).	Do.	P.O. 403.
* 7	Memo. of sums drawn from the Treasury with the Statement of (Hospitals) Perishable Articles (a).	Do.	P.O. 458-A.
8	Travelling Allowances Bills of the force (a).	12th of every month.	P.O. 479-B.
9	Reports on Government elephants (a).	...	{ 15th January. 15th July. }	
	Audit Department.					
1	Confidential Report on Inspectors (b).	1st July	P.O. 12 (j) and 255 (c).
2	Magistrate's opinion on Inspectors (b).	Do.	P.O. 12 (j).
3	Monthly Return (a).	5th of every month.	P.O. 445.
4	Guard Bills (if any) (a)	Do.	P.O. 445 (4)
5	Absentee statements, (duplicate) (a).	Do.	P.O. 444.
6	Pay abstracts of Inspectors and Constabulary (duplicate) (a).	5th of month in which pay was drawn.	P.O. 444.
7	Statement of Undisbursed and Overdrawn Pay (a).	Do.	Do.

Note.—Returns marked (a) go direct to the Assistant Inspector-General, and those marked (b) go through the Deputy Inspector-General of the range.

* These returns should be forwarded through the Treasury officer.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7
FROM HEAD-QUARTER OFFICE TO CHIEF OFFICE—cont.						
<i>Audit Department—cont.</i>						
8	Duplicate Supplemental Bills for pay drawn in arrears (a).	As soon as money is drawn from the Treasury.	P.O. 450 (b).
9	List of Inspectors, Head Constables and Constables attaining the age of 55 years (a).	1st March.	P.O. 384 (2).
10	List of Title-holders (a) ...	15th Jan.
11	Division Pay Bills (a)	5th of the month following that in which pay was drawn.	P.O. 448.
12	Progress Report on Probationary Inspectors (b).	{ 1st Jan. 1st April 1st July 1st Oct. }	...	P.O. 255 (b).
13	Quarterly List of Inspectors (a).	5th of the month following each quarter.	...	Chief Office Circular Memorandum No. 3650, 13-6-95.
14	List of Head Constables who have passed the required tests for the post of Inspector (b).	1st April	Chief Office Circular Memorandum No. 1170, 6-3-93.
15	List of Muhammadans from Second-grade Head Constable downwards (a)	Do.	Chief Office Circular Memorandum No. 1524, 10-4-96.
<i>Store Department.</i>						
1	Clothing Statement (a) ...	15th Jan.
2	Ammunition Indent (a)	{ 15th Jan. 15th July. }	Chief Office Circular Memorandum No. 3715, 17-9-03.

Note.—Returns marked (a) go direct to the Assistant Inspector-General and those marked (b) go through the Deputy Inspector-General of the range.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7
FROM HEAD-QUARTER OFFICE TO CHIEF OFFICE—cont.						
	<i>Store Department—cont.</i>					
3	Returns of Arms, Ammunition, Accoutrements, Books of Instruction, Furniture and other Property (a).	1st April	P.O. 567.
4	Report on the state of tents (b).	Do.	P.O. 477 (7).
5	Statement of Receipts of Sandals, Boots, etc. (a).	1st July
6	Clothing Indent (a) ...	} 1st Sept.	P.O. 530 and P.O. 553.
7	Indent for Stationery (a).					
8	Indent for Printed Forms (a).					
9	Statements of Receipts and Issues of clothing (a).	} ...	{ 1st Feb. 1st Aug.	}	P.O. 533.
10	List of Receipts, Expenditure, etc., of Arms, Ammunition and Accoutrements (a).	}	{ 1st Jan. 1st April 1st July 1st Oct.	} ...	P.O. 566.
11	Recovery List (a)	15th of every month.	P.O. 526 (b).
12	Estimates of requirements for Sandals, Boots and Gambles (a).	10th Dec.	Chief Office Circular Memorandum No. 228 of 1898.

Note.—Returns marked (a) go direct to the Assistant Inspector-General and those marked (b) go through the Deputy Inspector-General of the range.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7
FROM HEAD-QUARTER OFFICE TO DEPUTY INSPECTOR-GENERAL.						
1	Summary of Grave Crime.	Monthly, 15th.	...
2	List of transfers in Form No. 121.	Monthly, 10th.	P.O. 315. Note (1).
3	Office copies of Monthly Return.	Do.	P.O. 445 (11).
4	Return of Target Practice.	{ 15th Jan. 15th April 15th July 15th Oct. }		...
5	Report on upkeep of Confidential Registers with Superintendents and Assistant Superintendents.	}	...	{ 1st Jan. 1st July. }	...	P.O. 12 (4).
FROM HEAD-QUARTER OFFICE TO THE COMMISSIONER OF POLICE, MADRAS CITY.*						
1	Statement of Operations under the European Vagrancy Act.	1st Jan.
FROM HEAD-QUARTER OFFICE TO THE ACCOUNTANT-GENERAL.						
1	Permanent Advance acknowledgment.	15th April
2	Annual returns of Establishment.	15th May
FROM SUB-DIVISION OFFICE TO HEAD-QUARTER OFFICE.						
1	Extract from Order Book.	Weekly
2	Statement showing the dates of availing of leave as reported in the station-house reports.	Daily ...	P.O. 363.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7
FROM SUB-DIVISION OFFICE TO HEAD-QUARTER OFFICE— <i>cont.</i>						
3	Sub-division Office Contingent Bills with vouchers.	Monthly, 5th.	...
4	Account Current for the advance allowed to Sub-division Office.	Do.	...
5	Inspection Report on Sulphur, Gunpowder, etc., shops.	5th Jan.	P.O. 43 (a).
FROM INSPECTORS * TO HEAD-QUARTER OFFICE OR SUB-DIVISION OFFICE.						
1	Inspector's Diary †	Daily	P.Os. 14 (k) and 134-note.
2	Morning Report of Reserve Inspectors.	Do.	P.O. 18.
3	Itinerary Report	5th of every month.	P.O. 32.
4	Return of Arms, Ammunition, etc.	20th Mar. 20th June 20th Sept. 20th Dec.	...	P.O. 568.
5	Return showing Heirs, Debts, Education and Examinations passed, in Form No. 220.	10th Jan.
6	Do. do. Landed Property.	Do.	P.O. 270.
7	List of referred, charged and undetectable cases in which orders of Magistrates have not been received ‡.	10th Jan. 10th April 10th July 10th Oct.	...	P.O. 138 (e).

* Inspectors are also responsible for the regular submission of the returns shown under "Station-house officers."

Note.—In Sub-divisions returns marked † go to Assistant Superintendents, and those marked ‡ go through Assistant Superintendents to the Head-quarter office.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
1	2	Due on	Due on	Due on	Due on	7
FROM INSPECTORS* TO HEAD-QUARTER OFFICE OR SUB-DIVISION OFFICE—cont.						
8	List of Articles returned into Stores.	Monthly, 18th.	P.O. 535.
9	Bill for Travelling Allowance of Constables ‡	5th of every month.	P.O. 479-B.
10	Return of Revolver Practice ‡	...	{ 5th Jan. 5th July }
11	Acquittance Roll of Clothing.	...	{ 20th June 20th Dec. }	P.O. 533.
12	Pay Bills (with Hutting memorandum).	Monthly, 20th.	P.O. 438.
13	Statement of Bills cashed at Sub-Treasury.	Monthly, 5th.	P.O. 458 A.
14	Memorandum of Undisbursed Pay remaining in hand.	Monthly, 20th.	P.O. 440 (b).
15	Crime Extract	5th of every month.	P.O. 205.
16	Inspection report on Sulphur, Gunpowder, etc., shops.	{ 5th Jan. 5th April 5th July 5th Oct. }	...	P.O. 43 (d).
17	Crime Abstracts	{ 5th Jan. 5th April 5th July 5th Oct. }	...	P.O. 204 (a).
18	Return of Ball Practice	{ January April July October }
19	Hospital Sick Statement...	15th of every month.	P.O. 350 (b), Note 5.

* Inspectors are also responsible for the regular submission of the returns shown under "Station-house officers."

Note.—In Sub-divisions returns marked ‡ go to Assistant Superintendents, and those marked § go through Assistant Superintendents to the Head-quarter office.

List of Periodical Returns, Statements, etc.—cont.

Serial number.	Name of return, etc.	DATE WHEN DUE.				Reference to P.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
		Due on	Due on	Due on	Due on	
1	2	3	4	5	6	7
FROM STATION-HOUSE OFFICERS TO SUPERINTENDENT OR ASSISTANT SUPERINTENDENT THROUGH INSPECTORS.						
1	Station-house Report	Daily ...	P.O.134, Note.
2	Extract of Crime under Special and Local Laws.	Monthly, 5th.	P.O. 205.
3	Abstract of Processes received, served, etc.	Do.	P.O. 70 (1).
4	Return of unexecuted warrants.	Do.	P.O. 162 (c).
5	List of Property undisposed of at the end of the quarter. }	{ 5th Jan. 5th April 5th July 5th Oct. }	...	P.O. 197.
FROM POLICE TO MAGISTRACY.						
<i>Head-quarter Office.</i>						
1	Inspection Report on Sulphur, Gunpowder, etc., shops by Superintendent.	10th Jan.	P.O. 43 (d).
2	Do. do. by Assistant Superintendent.	Do.	Do.
3	Do. do. by Inspectors.	{ 10th Jan. 10th April 10th July 10th Oct. }	..	Do.
4	Statement of cases referred, charged and reported undetectable, in which orders of Magistrates have not been received. }	{ 20th Jan. 20th April 20th July 20th Oct. }	...	P.O. 138 (e).
FROM STATION-HOUSE OFFICERS TO SALT INSPECTORS THROUGH INSPECTORS.						
1	Statement of Salt and Abkari Exhibits.	Monthly, 5th.	P.O. 39 (b).

List of Records to be retained and the period of their retention.

No.	Name of Record.	Period of retention.	Remarks.
INSPECTORS' AND STATION-HOUSE RECORDS.			
1	Register of Gangs	Permanent.	
2	Search Register of Prisoners	Do.	
3	Conviction Register (Book No. I)	Do.	
4	Register of Known Depredators (Book No. II).	Do.	
5	Visiting Book for remarks of Superior officers.	Do.	
6	Notices which are in force and authorized to be hung up in station-houses.	Do.	
7	Police <i>(inotto)</i>	Part I, permanent; Part III, five years; Part II may be destroyed every six months.	
8	List of arms, furniture and other property.	Permanent.	
9	Register of licenses under the Arms Act	Ten years.	
10	Account of receipts and expenditure of ammunition.	Five years.	
11	Inspectors' Register of Stationery and Forms.	Do.	
12	Crime and Occurrence Registers of Station-houses.	At end of five years to be sent in to headquarters, and there to be kept permanently.	
13	Police Sheets	Five years.	
14	Tappal book of stations and of Inspectors.	Three years.	
15	Counterfoils of indents for articles	Do.	
16	Duty Rosters	Do.	
17	Village Rosters	Do.	
18	Beat Books	Do.	
19	District Gazettes	Do.	
20	Files of Miscellaneous Papers	Do.	
21	Counterfoils of Bail and Recognizance Bond of accused person.	Do.	
22	Counterfoils of Bail and Recognizance Bond of Prosecutors and Witnesses.	Do.	
23	Counterfoils of Charge Sheets	Do.	
24	Counterfoils of Referred Charge Sheets	Do.	
25	Register of Processes	Do.	
26	Counterfoils of Arrest Report	Do.	
27	Counterfoils of Occurrence Report	Do.	
28	Counterfoils of Return of Property (Form No. 70).	Do.	
29	Cancelled lists and notices	Do.	
30	Counterfoils of Memoranda	Do.	
31	Counterfoils of lists of articles returned into Stores.	Do.	
32	Crime and Occurrence Registers of Inspectors.	Do.	
33	Book of Rolls of Bad Characters under Police surveillance.	Do.	
34	Counterfoils of Bail and Recognizance Bond in Abkari cases.	Do.	
35	Visiting Book for remarks of Inspectors	Do.	
36	Note Books	Do.	
37	Takid Book	Do.	
38	Book of Target Practice	Do.	

List of Records to be retained and the period of their retention—cont.

No.	Name of Record.	Period of retention.	Remarks.
INSPECTORS' AND STATION-HOUSE RECORDS—cont.			
39	Register of Prisoners handcuffed	Three years.	
40	Report on undetectable cases	Do.	
41	Register of Petty cases	Do.	
42	Sentry Relief Book	Do.	
43	Pound Fund Register	Do.	
44	Search list	Do.	
45	Register of Unidentified Prisoners ..	Do.	
46	Crime Abstract Register	Do.	
47	File of Rolls for reporting foreigners ...	Do.	
48	Travelling Diary	Do.	
HEAD-QUARTER OFFICE RECORDS.			
1	Police Gazettes (all the parts)	Permanent.	
2	All letters received and sent which pass into the Disposal list except papers for whose retention fixed limits have herein been prescribed.	Do.	
3	Current, Disposal and Index Registers ...	Do.	
4	Hutting and Building ledger	Do.	
5	Long Rolls	Do.	
6	Register of Complaints against Police Officers.	Do.	
7	Register of Complaints and Petitions ...	Do.	
8	Register of Lands	Do.	
9	Minute Book	Do.	
10	Defaulter Book	Do.	
11	Enlistment Book	Do.	
12	Police Administration Report	Do.	
13	Jail Administration Report	Do.	
14	Report on Chingleput Reformatory ..	Do.	
15	Registers of Criminal Gangs	Do.	
16	Crime Ledgers	Do.	
17	Order Book	Thirty-five years.	
18	Annual return of establishments	Do.	
19	Leave Rolls and other Leave papers ...	Do.	
20	Current Register of Leave Rolls ..	Do.	
21	Current Register of Punishment Rolls ...	Do.	
22	Land Statement	As long as the officer who furnished it remains in the service.	
23	Receipt and Issue Books of Arms, Accoutrements, Clothing, Stationery, Printed Forms, Books of Instruction, &c.	Twenty-five years.	
24	Account Current Book, Memo. of other sources and Cash Book.	Do.	
25	Divisional Pay Bills	Do.	
26	Office Copies of Pay Abstracts and Supplemental Bills.	Do.	
27	Office Copies of statements of undisbursed pay.	Do.	
28	Office Copies of Monthly Returns	Do.	
29	Office Copies of Leave Statements ...	Do.	
30	Leave Register	Do.	
31	Fort St. George Gazette	Fifteen years.	
32	Inspectors' Diaries of Grave Crimes ...	Ten years.	
33	Station House Reports of Grave Crimes ...	Do.	

Note.—In Sub-division offices the *Fort St. George Gazette* will be retained for ten years only.

List of Records to be retained and the period of their retention—cont.

No.	Name of Record	Period of retention.	Remarks.
HEAD-QUARTER OFFICE RECORDS—cont.			
34	Check Register of Station-House Reports and Diaries.	Ten years.	
35	Copies of Sessions Judgments	Do. . . .	This applies to Sub-division offices as well.
36	Unimportant letters received or sent, which are not of a permanent value, though they have been numbered on the Disposal list.	Do.	
37	Punishment Rolls of Inspectors and constabulary in the case of dismissal (not reinstated subsequently).	Do.	
38	District Police Sheets	Five years.	
39	Punishment Rolls of Inspectors and constabulary in other cases (<i>vide</i> item 37).	Three years after they have left the force.	
40	Rolls of Inspectors recommended for extension of probation or confirmation.	Three years.	
41	Entertainment and Promotion Rolls of Head Constables.	Do.	
42	Rolls of overaged or undersized men recommended for enlistment.	Do.	
43	Office Copies of Clothing Indents ...	Do.	
44	Office Copies of Indents for Stationery ...	Do.	
45	Occurrence Reports received from Stations.	Grave Crime reports ten years; others to be kept three years.	
46	Quarterly Returns of Arms	Three years.	
47	Repair of Arms Book	Do.	
48	Register of Inspections	Do.	
49	Annual Returns received from Inspectors.	Do.	
50	Statement of present strength and Inspection Reports.	Do.	
51	Despatch (Tappal) Book of all papers sent from office.	Do.	
52	Files of petitions, applications and other miscellaneous files.	Do.	
53	Investigation reports under section 174, Criminal Procedure Code.	Do.	<i>Vide</i> P.O. No. 612—Note.
54	Magistrates' Proceedings	Do.	
55	Extracts from Inspectors' Crime Registers.	Do.	
56	Report of criminal games	Do.	
57	Register of accidental deaths, suicides, etc.	Do.	
58	Contingent Registers	Do.	
59	Contingent Register Vouchers	Do.	
60	Counterfoils of Contingent Vouchers ..	Do.	
61	Travelling Allowance Bills received from Inspectors.	Do.	
62	Office copies of Travelling Allowance Bills sent to the Chief Office with acquittances.	Do. Do.	
63	Travelling Allowance Register	Do.	
64	Register of Pay bills	Do.	
65	Office copies for additional allotments ..	Do.	

List of Records to be retained and the period of their retention—cont.

No.	Name of Record.	Period of retention.	Remarks.
HEAD-QUARTER OFFICE RECORDS—cont.			
66	Office copies of memoranda of sums paid into the Treasury sent to the Chief Office.	Three years.	
67	Office copies of memoranda of sums drawn from the Treasury sent to the Chief Office.	Do.	
68	Office copies of memos. sent to the Treasury Deputy Collector for issue of cash orders on Taluk Treasuries for pay of divisions.	Do.	
69	Railway warrants received back from Chief Office, including counterfoils of ticket and telegram requisitions.	Do.	
70	Counterfoils of railway warrants ...	Do.	
71	Office copies of pension rolls ...	Do.	
72	Office copies of abstract and detail Bills (Hutting and Building).	Do.	
73	Office copies of Reward Rolls ...	Do.	
74	Treasury Credits Book ...	Do.	
75	Treasury Bills Book ...	Do.	
76	Counterfoils of Receipt Books ...	Do.	
77	Advice List Files (Stores) ...	Do.	
78	Indents on Superintendents by Inspectors.	Do.	
79	Counterfoils of indents sent to the Chief Office.	Do.	
80	List of articles returned into Stores ...	Do.	
81	Office copies of Clothing Statements sent to the Chief Office.	Do.	
82	Office copies of indents for printed forms and books.	Do.	
83	Office copies of Public Works Department Schemes.	Do.	
84	Office copies of Departmental estimates ...	Do.	
85	Office copies of return of buildings ...	Do.	
86	Defaulter Sheets of Constables who have left the service.	Do.	
87	Small Service Books of Constables who have left the service.	Do.	
88	Office copies of Annual Returns sent from the Head-quarter office.	Do.	
89	All 'lodged' papers ...	Do.	
90	Estimates sent by Inspectors for repair or construction of buildings.	Do.	
91	Acquittance Roll of Clothing ...	Do.	
92	B. Forms of Magistrates and their enclosures.	Do.	
93	Monthly Abstract of Receipt and Service of Summonses and Warrants.	Do.	
94	Wandering Gang Reports ...	Do.	
95	List of prisoners released from Jails ...	Do.	
96	Counterfoils of Occurrence Reports sent to the District Magistrate.	Do.	
97	Hospital Book ...	Do.	
98	Sentry Relief Book ...	Do.	
99	Inspectors' Diaries and Station-house Reports containing no report of grave crimes or other matters of public importance.	Do.	

List of Records to be retained and the period of their retention—cont.

No.	Name of Record.	Period of retention.	Remarks.
HEAD-QUARTER OFFICE RECORDS— <i>cont.</i>			
100	Inspection Reports of Stations and Divisions.	Three years.	
101	District Gazettes	Do.	
102	Superintendent's Order Files	Do.	
103	Office copies of Progress Reports (Departmental Works).	Do.	
104	Office copies of Guard Bills	Do.	
105	Counterfoils of Memos. of deduction from and addition to pay.	Do.	
106	Monthly list of referred cases in which orders have not been received.	Do.	
107	Office copies of Monthly Summary of grave crimes sent to Deputy Inspector-General.	Do.	
108	Office copies of the Monthly Statement of crime submitted to the Inspector-General of Police.	Do.	
109	Check Register of Returns	Do.	
110	Check Register of Indents from divisions.	Do.	
111	Memo. Form Books	Do.	
112	Office copies of papers sent for publication in Police Sheet.	Do.	
113	Memo. of expenditure of service labels sent by Inspectors.	Do.	
114	Counterfoils of extracts from District Orders.	Do.	
115	Applications for transfer, promotion, etc.	Do.	
116	Roster of men of other districts who have applied for transfer.	Do.	
117	Applications from private individuals for Police guards.	Do.	
118	Complaints against Police officers	Do.	
119	Mahazirs praying for the removal or retention of certain Police officers.	Do.	
120	Quarterly list of Inspectors	Do.	
121	Register of arrival and departure of Police officers.	Do.	
122	Postal Guide	Until a new one is received.	

**List of Records in the Office of the Deputy Inspector-General
of Police and the period of their retention.**

No.	Name of Record.	Period of retention.	Remarks.
1	Police Gazettes, all parts	Permanent.	
2	Government Order Files	Do.	
3	Register of Inspectors (confidential) ..	Do.	
4	All letters received and sent which pass into the Disposal list except papers for whose retention fixed limits have herein been prescribed.	Do.	
5	Current, Disposal and Index Registers ...	Do.	
6	Current Register of Petitions	Do.	
7	Police Administration Reports	Do.	
8	Jail Administration Reports	Do.	
9	Chief Office Circular Files	Do.	
10	Books and Maps	Do.	
11	Appeal Register	Thirty-five years.	
12	Cash Book	Twenty-five years.	
13	Office copies of Pay Abstracts and Supple- mental Bills.	Do.	
14	Office copies of Leave Statements ..	Do.	
15	Fort St. George Gazettes	Fifteen years.	
16	Appeal petitions	Five years.	
17	Office copies of Inspection Notes	Do.	
18	Annual Return of Establishment	Three years.	
19	Unimportant letters received and sent which are not of a permanent value, though they have been numbered on the Disposal list.	Do.	
20	Office copies of Indents for Stationery ...	Do.	
21	District Police Sheets	Do.	
22	Despatch Book	Do.	
23	Files of Petitions, Applications and other Miscellaneous Files.	Do.	
24	Contingent Register	Do.	
25	Contingent Register Vouchers	Do.	
26	Counterfoils of Contingent Vouchers ...	Do.	
27	Office copies of Travelling Allowance Bills.	Do.	
28	Office copies of additional allotment ..	Do.	
29	Office copies of memoranda of sums paid into the Treasury, sent to the Chief Office.	Do.	
30	Office copies of memoranda of sums drawn from the Treasury, sent to the Chief Office.	Do.	
31	Railway Warrants received back from Chief Office.	Do.	
32	Counterfoils of Railway Warrants ...	Do.	
33	Treasury Credit Book	Do.	
34	Treasury Bills Book	Do.	
35	Counterfoils of Indents sent to the Chief Office.	Do.	
36	Counterfoils of Receipt Books	Do.	
37	Office copies of Indents for Printed Forms and Books.	Do.	
38	All Lodged papers	Do.	
39	Check Register of Returns	Do.	
40	Applications for transfer, promotion, etc.	Do.	
41	Stock Book of Articles of Stationery ...	Do.	
42	Itinerary Register of Superintendents and Assistant Superintendents.	Do.	
43	Memorandum Form Books	Do.	

List of Records in the Office of the Deputy Inspector-General of Police and the period of their retention—cont.

No.	Name of Record.	Period of retention.	Remarks.
44	Check Register of Superintendents' and Assistant Superintendents' Weekly Reports.	Three years.	
45	Office copies of Pension applications ...	Do.	
46	Transfer Lists received from District Offices.	Two years.	
47	Monthly Returns of Summary of Grave Crimes.	Do.	
48	Prosecuting Inspectors' Monthly Diaries.	Do.	
49	Report on upkeep of Confidential Registers by Superintendents and Assistant Superintendents.	Do.	
50	Head Constables' Roll Sanction Book ...	Do.	
51	Quarterly Target Practice Return ...	One year.	
52	Quarterly List of Inspectors and European Head Constables.	Do.	
53	Quarterly Civil List	Do.	
54	Quarterly Army List	Do.	
55	Postal and Telegraph Guides	} Until a new one is received.	
56	Railway Guides		
57	List of passed Head Constables	To be kept up to date.	

List of Records in the Chief Office and the period of their retention.

Serial number.	Name of record.	Period of retention.	Remarks.
PERMANENT RECORDS.			
1	Fort St. George Gazette File	Permanent ...	Spare copies need not be retained.
2	Police Gazette File	Do.	
3	Police Gazette, Part I, spare copies ...	Do.	
4	Government Order Files (old)	Do.	
5	Government Orders—spare copies ...	Do.	
6	All letters "Received" and "Despatched" and those brought on the "Disposal List" except the unimportant ones referred to in Chief Office Order No. 29, dated 21st December 1904— <i>vide</i> item No. 1 under "Record Department."	Do.	
7	Current, disposal and index registers ..	Do.	
8	Current register of petitions and appeals.	Do.	
9	Inspector-General's circular files (old) ...	Do.	
10	Budget sheets showing strength and classification of Police force by districts.	Do.	
11	Report on the Administration of Police received from districts with District Magistrate's remarks.	Do.	
12	Allocation lists	Do.	
13	Type design estimates	Do. }	
14	District and Taluk Maps	Do. }	... When these are superseded by fresh estimates and maps, the old ones may be destroyed, if not useful.
15	Civil budget estimates received from the Accountant-General.	Do.	
16	Gazetted officers' register maintained in the Pension department.	Do.	
17	Register of lands held by Gazetted officers maintained in the Pension department.	Do.	
18	Register of lands held by clerks of the Chief Office.	Do.	
19	Chief Office Order Book *... ..	Do. ...	* The papers on which the orders are passed will either receive a Disposal number or be "Lodged."
ACCOUNT DEPARTMENT.			
1	Annual returns of establishments (office copies of April returns sent to the Accountant-General).	Thirty-five years.	
2	Acquittance register of Chief Office establishment with pay abstracts, leave statements and all vouchers relating to pay.	Do.	
3	Statement of landed property held by office clerks, etc.	As long as the officer who furnished it remains in service.	They should be in the custody of the Office Cash-keeper as long as the officer remains in service. After that they will be disposed of as shown in P.O., No. 337, clause (g).
4	Service books of clerks; constabulary, defaulter and leave registers of constables of the Chief Office.	Do. do.	Do. do.

List of Records in the Chief Office and the period of their retention—cont.

Serial number.	Name of record.	Period of retention.	Remarks.
ACCOUNT DEPARTMENT—cont.			
5	Cash book	Twenty-five years.	
6	Bank receipts for money paid into the Bank.	Three years ...	N.B.—These papers will be treated as "Lodged" papers and will be dealt with as ordered in Rule 13 (ii) of the "Rules for the Chief Office Record Room."—Vide Chief Office Order No. 26, dated 25th October 1904.
7	Contingent register, office copies of contingent bills and vouchers.	Do. ...	
8	Remittance books (counterfoils of) ...	Do. ...	
9	Applications for remittance transfer receipts, cash orders, etc. (office copies of).	Do. ...	
10	Applications for casual leave from Chief Office clerks.	Do. ...	
11	Railway credit notes issued from Chief Office and their counterfoils.	Do. ...	
12	Railway bills received from Railway Companies.	Do. ...	
13	Railway warrants objection memoranda.	Do. ...	
14	Railway warrants despatch book ...	Do. ...	
15	Distribution of sanctioned contingent grant among districts, Papers relating to—	Do. ...	
16	Register of additional allotment of funds under particular minor heads of charge.	Do. ...	
17	Budget estimates of charges of the Police department—Proof copies.	Do. ...	
18	Budget estimates of receipts of the Police department—Proof copies.	Do. ...	
19	Reward rolls	Do. ...	
20	Register of reward rolls	Do. ...	
21	Register showing amounts sanctioned from the Secret Service Fund.	Do. ...	
22	Bills for carriage of tents	Do. ...	
23	Travelling allowance bills of officers ...	Do. ...	
24	Register of travelling allowance bills of officers.	Do. ...	
25	Register of travelling allowance bills of Inspectors, Head Constables and Constables.	Do. ..	
26	Memoranda sent with reference to travelling allowance bills with replies thereto.	Do. ...	
27	Accounts current received from districts.	Do. ...	
28	Memorandum of sums drawn from the Treasury.	Do. ...	
29	Memorandum of sums paid into the Treasury.	Do. ...	
30	Hospital contingent bills	Do. ...	
31	Monthly statements of charges received from the Accountant-General with the Accountant-General's adjustment memoranda.	Do. ...	
32	Book of charges	Do. ...	
33	Memoranda of receipts received from the Accountant-General.	Do. ...	
34	Miscellaneous memorandum books ...	Do. ...	
35	Reminder books	Do. ...	
36	Miscellaneous papers	Do. ...	

List of Records in the Chief Office and the period of their retention—cont.

Serial number.	Name of record.	Period of retention.	Remarks.
AUDIT DEPARTMENT.			
1	Pay abstracts, leave statements, etc. ...	Thirty-five years.	
* 2	Leave rolls with transfer of charge certificates of Inspectors, European Head Constables, Managers and Accountants.	Do.	* Transfer of charge certificates showing the beginning and end of leave should be filed with leave rolls sanctioning the leave. The others may be treated as "Lodged" papers.
3	Audit Registers	Twenty-five years.	
4	Leave Calculation Book	Three years ..	
5	List of passed Head Constables	Do.	
6	Objection memoranda on pay bills	Do.	
7	Register of applications for appointments of Inspectors, European Head Constables, etc.	Do.	
† 8	Applications of rejected candidates for posts of Inspectors, European Head Constables, Managers, Accountants, etc.	Do. ..	† Applications of candidates who have been appointed will be filed with the orders of appointment, which will invariably be brought on the Disposal List.
9	Applications for promotions, transfers, etc.	These will be either "Lodged" or brought on the Disposal List.	N.B.—These papers will be treated as "Lodged" papers and will be dealt with as ordered in rule 13 (ii) of the "Rules for the Chief Office Record Room."— <i>Vide</i> Chief Office Order No. 26, dated 25th October 1904.
10	Rolls for acting promotion		
11	Budget sheets of range auditors	Three years ...	
12	Good Service Promotions for publication in the Police Gazette.	Do.	
13	Office copies of nominal rolls of men over 25 years of age sent to the Accountant-General.	Do.	
14	Weekly progress report on audit of pay bills, etc.	Do.	
15	Proof copies of the quarterly list of Inspectors.	Do.	
16	List of Government servants thrown out of employment.	Do.	
17	Miscellaneous memorandum books	Do.	
18	Reminder books	Do.	
19	Miscellaneous papers	Do.	
PENSION DEPARTMENT.			
1	Monthly Returns	Thirty-five years.	
2	Pension applications with enclosures	Three years ...	Do. do.

List of Records in the Chief Office and the period of their retention—cont.

Serial number.	Name of record.	Period of retention.	Remarks.
PENSION DEPARTMENT—cont.			N.B.—These records will be treated as “Lodged” papers and dealt with as ordered in rule 13 (ii) of the “Rules for the Chief Office Record Room.”— <i>Vide</i> Chief Office Order No. 26, dated 25th October 1904.
3	Office copies of salary bills of the Inspector-General and the Assistant Inspector-General.	Three years ..	
4	Casual leave register of officers	Do. ...	
5	Draft minutes for appointments, etc., of officers.	Do. ...	
6	Miscellaneous memorandum books ...	Do. ...	
7	Reminder books	Do. ...	
8	Miscellaneous papers	Do. ...	
GENERAL DEPARTMENT.			
1	Hutting and building ledger	Twenty-five years.	
2	Public Works Department budget schemes.	Three years ...	
3	Budget estimates for departmental works.	Do. ...	
4	Progress reports of works under execution by departmental agency.	Do. ...	
5	List of incomplete works (departmental).	Do. ...	
6	List of buildings erected by private individuals.	Do. ...	
7	Local Fund Schedule of rates	Do. ...	
8	Madras District Orders	Do. ...	
9	Miscellaneous memorandum books ...	Do. ..	
10	Reminder books	Do. ...	
11	Miscellaneous papers	Do. ...	
STORE DEPARTMENT.			These papers will be treated as “Lodged” papers and will be dealt with as ordered in rule 13 (ii) of the “Rules for the Chief Office Record Room.”— <i>Vide</i> Chief office Order No. 26, dated 25th October 1904.
1	Clothing Ledger	Twenty-five years.	
2	Arms and accoutrements ledger	Do. ...	
3	Books of instruction ledger	Do. ...	
4	Miscellaneous articles ledger	Do. ...	
5	Annual clothing indents received from districts.	Ten years.	
6	Annual Stationery indents received from districts.	Do. ...	
7	Stationery ledger	Do. ...	
8	Register of indents for clothing, arms, books of instruction and stationery.	Do. ...	
9	Register of indents for Ordnance Stores.	Do. ...	
10	Register of receipts of clothing, arms, etc.	Do. ...	
11	Register of issues of clothing, arms, etc...	Do. ...	
12	Bale ticket register for clothing, arms, etc.	Three years ...	
13	Register of indents for printed forms ...	Do. ...	
14	Annual indents for forms received from districts.	Do. ...	
15	Clothing statements received from districts.	Do. ...	
16	Occasional indents for clothing, arms, and accoutrements, etc., received from districts.	Do. ...	
17	Statement of receipts of sandals, boots and cumblies received from districts.	Do. ...	
18	Estimate of sandals, boots and cumblies received from districts.	Do. ...	

List of Records in the Chief Office and the period of their retention—cont.

Serial number.	Name of record.	Period of retention.	Remarks.
STORE DEPARTMENT—cont.			
19	Ledger for forms	Three years ...	{ These papers will be treated as "Lodged" papers and dealt with as ordered in rule 13 (ii) of the "Rules for the Chief Office Record Room."— <i>Vide</i> Chief Office Order No. 26, dated 25th October 1904. }
20	Statement of receipts and issues of clothing received from districts.	Do. ...	
21	Quarterly and annual return of arms, etc., received from districts.	Do. ...	
22	Delivery vouchers for Ordnance Stores ...	Do. ...	
23	Recovery lists received from districts ...	Do. ...	
24	Tent certificates received from districts...	Do. ...	
25	Returns of Chief Office Store Committee with vouchers.	Do. ...	
26	Miscellaneous memorandum books ...	Do. ...	
27	Reminder books	Do. ...	
28	Miscellaneous papers	Do. ...	
PETITION DEPARTMENT.		{ Papers brought on the Petition register will find their disposal either in the "Disposal" list or by being "Lodged." All papers disposed of in the latter way will be dealt with under rule 13 (ii) of the "Rules for the Chief Office Record Room." }	
1	Appeals against punishments		
2	Complaints against Police officers ...		
3	Mahazirs praying for the removal or retention of certain Police officers ...		
4	Applications for transfer, promotion, etc.		
5	Applications from private individuals for Police guards.		
6	All other petitions		
7	Miscellaneous memorandum books ...	Three years ...	{ These will be dealt with as "Lodged" papers.— <i>Vide</i> Chief Office Order No. 26, dated 25th October 1904. }
8	Reminder books	Do. ...	
9	Miscellaneous papers	Do. ...	
STATISTICAL DEPARTMENT.			
1	Statement of caste, etc., of force—Statement F.—(Quinquennial).	Five years.	{ These will be dealt with as "Lodged" papers.— <i>Vide</i> Chief Office Order No. 26, dated 25th October 1904. Sessions Judgments (<i>vide</i> item No. 2) will be returned to the Deputy Inspector-General— <i>vide</i> P.O. No. 12 (o) (13). }
2	Judgments with summary of results in Sessions cases.	Three years ...	
3	Weekly Reports, Part II, with special reports of grave crime, if any.	Do. ...	

List of Records in the Chief Office and the period of their retention—cont.

Serial number.	Name of record.	Period of retention.	Remarks.	
STATISTICAL DEPARTMENT—cont.				
4	Check register of Superintendents' and Assistant Superintendents' Weekly Reports, Part II.	Three years ...	N.B.—These papers will be treated as "Lodged" papers and will be dealt with as ordered in rule 13 (ii) of the "Rules for the Chief Office Record Room."— <i>Vide</i> Chief Office Order No. 26, dated 25th October 1904	
5	Annual Criminal Statistical Returns for the Police Administration Report.	Do. ...		
6	Book of Miscellaneous returns ...	Do. ...		
7	Tabulation sheets and other miscellaneous papers relating to the Police Administration Report.	Do. ...		
8	Police Gazette proof with original papers.	Do. ...		
9	Police Gazettes of other provinces ...	Do. ...		
10	Miscellaneous memorandum books ...	Do. ...		
11	Reminder books ...	Do. ...		
12	Miscellaneous papers ...	Do. ...		
13	District circulars forwarded to the Inspector-General for information.	Do. ...		
RECORD DEPARTMENT.				
1	Unimportant letters received or sent which are not of a permanent value, though they have been entered into the Disposal list (<i>vide</i> Chief Office Order No. 29, dated 21st December 1904).	Ten years.		
2	All "Lodged" papers— <i>vide</i> section IV, rule 13 (ii) of Chief Office Order No. 26, dated 25th October 1904.	Three years.		
3	Despatch book ...	Do.		
4	Annual Volume of Sea-borne Trade and Navigation of the Madras Presidency.	Do.		
5	Administration Report of the Public Works Department, Irrigation Branch.	Do.		
6	Administration Report on the Civil Medical Institutions.	Do.		
7	Report on Vaccination, Madras Presidency.	Do.		
8	Annual Medical Report, Government Lying-in Hospital.	Do.		
9	Annual report on Lunatic Asylums ...	Do.		
10	Administration Report of the Sanitary Department.	Do.		
11	Administration Report of the Director of Public Instruction.	Do.		
12	Reports on the Administration of Criminal Justice of all Provinces except Madras.	Do.		
13	Report on the Administration of Civil Justice.	Do.		
14	Provincial Administration Reports of all Provinces except Madras	Do.		
15	The Indian Army list ...	Do.		
16	Lawrence Asylum Press Almanac ...	Do.		
17	Police Gazette, Parts II and III—spare copies.	Do.		
18	Miscellaneous memorandum books ...	Do.		
19	Reminder books ...	Do.		
20	Fort St. George Gazette—spare copies ...	Do.		
21	Quarterly Civil Lists—spare copies ...	Do.		
22	History of Services of Gazetted Officers—spare copies.	Do.		
23	Quarterly lists of Inspectors of Police—spare copies.	Do.		
24	Newspapers ...	One year.		

INDEX.

	Order.	Page.
A		
'A' AND 'B' Lists (See 'Proclaimed offenders').		
ABKÁRI ACT—		
Disorderly liquor shops to be reported to the Superintendent ...	38 (c)	31
List of persons licensed under — to be hung up in station-houses ...	38 (b)	31
Powers and duties of station-house officers under the — ...	38 (a) (i)	30
Powers and duties of every Police officer under the — ...	38 (a) (ii)	31
Quantity of liquor the Police may pass without permit under the — to be in force as regards liquor and intoxicating drugs manufactured from the hemp plant	38 (d)	31
	40	32
ABKÁRI AND SALT EXHIBITS—		
Duties of station-house officers in connection with — ...	39	32
ABKÁRI (AND SALT) RETURNS—		
Superintendents to render assistance in the preparation of — ...	42	33
ABSENCE ON LEAVE—		
Working for other employers during —, Rule regarding — ...	299 (a)	197
ABSENCE WITHOUT LEAVE—		
for 21 days to be considered as desertion	340	211
Repeated — to be noted with a view to discharge	339	211
to be noted in the leave register	388 (d)	228
up to 20 days, how to be disposed of	338	211
ABSENTEE STATEMENT —		
Meaning of the term —	447	252
to accompany pay abstract	443	250
ABSTRACT—		
of crime to be prepared quarterly by station-house officers and Inspectors	204 (a)	142
of summonses and warrants received, executed, &c., to be submitted monthly	70 (1)	54
ACCIDENTS—		
Railway —, Procedure in case of —	97	76
ACCOMMODATION—		
Rules regarding allowance for office —	506	284
ACCOUNTANT(S)—		
Departmental Test for —	221-A	159
Position and duties of the — of the District Police Office, exactly the same as those assigned to the Audit Inspector	16 (c)	16
Security to be furnished by acting —	17 (a)	16
See also 'Audit Inspectors.'		
ACCOUNTANT-GENERAL—		
Annual lists of establishments to be sent to —	437	245
Acknowledgment of the receipt of permanent advance to be ad- dressed to —	463 (a)	256
Discontinuance of allowance checked as unauthorized by —	434	245
Reports of relinquishing and resuming charge of an office to be sent to —	319	202

	Order.	Page.
ACCOUNT CURRENT—		
Money for contingent expenditure to be accounted for in —	405 (b)	238
Receipts to be entered in —	404	237
A statement of — to be sent to the Chief Office monthly	461	258
ACCOUNT DOCUMENTS—		
Head-quarter Inspector to initial or sign —	15(b), Note.	15
ACCOUNTREMENTS—		
How and when to be indented for	539	294
to be issued from the Chief Office	539	294
Sale of unserviceable —	559	300
List of -- which can be indented for in excess of the District allotment.	523	289
Recoveries on account of — carelessly or wilfully lost or damaged ...	525 (b)	290
ACQUISITION OF SITES—		
Rules regarding — for public purposes	492	280
ACQUITTAL—		
Appeals against —	149-A	107
Reinstatement after —	347 (a)	214
Dismissal after —	347 (b)	214
Departmental punishment after —	347 (b)	214
Acts—		
XXXVI of 1858 (See ' <i>Lunatic Asylums Act</i> ').		
XXIV of 1859 (See ' <i>Police Act</i> ').		
II of 1864 (See ' <i>Revenue Recovery Act</i> '; ' <i>Distrain</i> ').		
VIII of 1865 (See ' <i>Rent Recovery Act</i> ').		
XXV of 1867 (See ' <i>Press</i> ').		
I of 1871 (See ' <i>Cattle Trespass Act</i> ').		
IX of 1874 (See ' <i>Vagrancy Act</i> ').		
III of 1877 (See ' <i>Registration Act</i> ').		
I of 1878 (See ' <i>Opium Act</i> ').		
VI of 1878 (See ' <i>Treasure Trove Act</i> ').		
VIII of 1878 (See ' <i>Sea Customs Act</i> ').		
XI of 1878 (See ' <i>Arms Act</i> ').		
XXI of 1879 (See ' <i>Extradition</i> ').		
V of 1882 (See ' <i>Forest Act</i> ').		
XXI of 1883 (See ' <i>Emigration Act</i> ').		
IV of 1884 (See ' <i>Explosives Act</i> ').		
XIII of 1885 (See ' <i>Telegraph Act</i> ').		
I of 1886 (See ' <i>Abkari Act</i> ').		
II of 1888 (See ' <i>Public Resorts</i> ').		
III of 1889 (See ' <i>Nuisances</i> ').		
IV of 1889 (See ' <i>Salt Act</i> ').		
XIII of 1889 (See ' <i>Cantonments</i> ').		
IX of 1890 (See ' <i>Railways Act</i> ').		
VIII of 1897 (See ' <i>Reformatory Schools Act</i> ').		
VI of 1898 (See ' <i>Post Office Act</i> ').		
VIII of 1899 (See ' <i>Petroleum Act</i> ').		
ACTING ALLOWANCE—		
for head constables acting as Inspectors not to be passed unless roll is sent at the time	327 (b)	204
of an Inspector when liable to forfeiture	325	204
Rules for —	421	242
ACTING APPOINTMENTS—		
during privilege leave	324	204
not to be made in the grades of head constable and constable except in certain cases	421 (a)	242

	Order.	Page.
ADDRESS(ES)—		
Abbreviated — to be used in State telegrams	605	313
Acceptance of — by public servants	278	185
Gazetted officers to leave their — with the Assistant Inspector-General		
when proceeding on leave	366	221
Forms of — to be used in correspondence	580	307
ADMINISTRATION—		
Meaning of the term — as applied to the Railway Police	84	73
ADMINISTRATION REPORT—		
Instructions for the preparation of —	212	145
ADVANCES—		
not allowed for constables proceeding on leave or duty to Bangalore ...	457, Note (1).	255
Rules relating to the grant of —	457	254
of pay, when and to whom to be given	457	254
Permanent — (See 'Permanent Advance').		
to escorts	72 (e)	56
to Government servants proceeding to the Pasteur Institute	457 (c)	254
AFFRAY—		
Procedure on the occurrence of an — between soldiers and villagers ...	615	320
AGE—		
Appointment of candidates of over 25 years of --	233, Note.	162
from which Police service counts	371	223
of females, Certificates regarding —	143-A	102
Retirement of officers on attaining the -- of 55 years	384 & 385	225
Leave after 55 years of —	351	218
AGREEMENT—		
with contractors for execution of departmental works, Rules re-		
garding —	491	280
ALLOCATION STATEMENT—		
of clothing	536	293
ALLOWANCE—		
Acting (See 'Acting Allowance').		
Discontinuance of unauthorized —	434	245
for constables and head constables	421 (a)	242
for Drill Instructors	417, Note (2).	242
for head constables acting for Inspectors	421 (b)	242
for office accommodation, Rules regarding —	506	284
for signalling parties	623 (e)	323
Horse — (See 'Horse Allowance').		
Munshi — for passing vernacular examinations	215 (27)	157
Special — for specially expensive or unhealthy localities	418	242
Station charge — (See 'Station Charge Allowance').		
Travelling — (See 'Travelling Allowance').		
AMMUNITION—		
Custody of the key of the — box	572 (a)	304
Despatch of —	548	297
Practice — Annual allotment of —	546	296
Receipts and expenditure of —, Account to be kept of —	572 (a)	304
Reserve or service —, Stock of —	547 (a)	297
AMMUNITION CASES—		
Empty — delivered by reservists to be received	558	300

	Order.	Page.
ANNUAL CLOTHING INDENT—		
Extra suits of clothing to be included in the —	528	288
ANNUAL REPORTS—		
on the administration of the district	212	145
ANNUAL RETURNS—		
List of — to be submitted to the Chief Office	218	145
Office copy of the Statistical — to be forwarded to the Deputy In-		
specter-General of the range	218, Note	146
of stores other than clothing, &c.—Instructions regarding —	567	303
when due	218	145
APPEAL(S)—		
against acquittals	149-A	107
by the Railway Police to be made to the Inspector-General	86	73
Notice of — in cognizable cases filed by private parties	20 (5), Note.	18
G.O. regarding — to the Privy Council to be affixed to station-house		
boards	616 (c)	320
Persons affected by an order to have copies thereof for —	286	190
to whom to be sent, &c.	285	180
Time prescribed for —	285 (d)	190
Documents to accompany —	285 (a)	190
APPLICATIONS—		
for appointment to superior grade by competitive examination in		
London to whom to be submitted	215 (5)	148
for certificates of age of females	148-A	102
for leave (See 'Leave').		
for pension (See 'Pension').		
of Government servants for employment in the Police	240 (c)	164
APPOINTMENTS—		
Applications from officers for — in the gift of Government	290 (g)	198
List of — ordinarily reserved for the Police Department	215 (1)	147
Forfeiture of — on five years' absence	349, Note.	216
of Military Officers how provided for	215 (2), Note.	147
of candidates of over 25 years of age or under 18 years of age	233 (b)	162
ARMAMENT OF THE FORCE—		
Scale of —	577	306
ARMOURERS—		
Scale of tools to be supplied to —	577-A	306
ARMS—		
Committee of three members to be appointed to investigate cases of		
losses of —, &c.	525 (a)	290
Disposal of unserviceable —	556 to 561	300 & 301
Recoveries to be made for —lost or damaged	525 (b)	290
Repair of — Book — Entries in —	556, Note.	300
Damaged —, Charges how to be recovered for —	525 (b)	290
Requisitions for repair of —	545, Note.	296
Issue of — to Division Inspectors	528 (a)	291
See also 'Arms and Ammunition'.	G b w	
ARMS ACT—		
Inspection of premises, &c., licensed under the —	43 (d)	33
Powers and duties of the Police under the —	43 (a)	33

	Order.	Page.
ARMS ACT—cont.		
Persons forbidden to go armed in railway carriages, &c.	43 (c)	33
Register of licenses under the — to be kept at stations	43 (g)	34
ARMS AND AMMUNITION—		
Distinguishing marks on —	43 (i)	34
Distribution list of —	568	303
Forms used for transaction with the Ordnance department	545	296
Indents for —	544	295
Loss of — (private) by native officers and men of the Indian Army to be reported for publication in the Police Gazette	43 (j)	34
Prosecution of persons in illicit possession of Government—	43 (i)	34
Quarterly return of —	568	303
Register of —	568	303
ARMS LICENSES—		
Form to be used for the register of — and rules relating to the issue and grant of —	43 (g)	34
ARREARS—		
Checking of — papers	608 (21)	317
Forfeiture of — of pay on dismissal	419	242
Process for recovery of — of Municipal taxes—Police not to execute — of salary or allowances, how to be drawn	77 (e)	66
Small sums of — of salary to be advanced from cash chest	440 (i)	252
	450 (a)	253
ARREST—		
by officers of the Salt and Abkari department need not be reported to Magistrate	161	110
by Talaiyaris, when illegal	70 (11)	55
by the Police of servants of the Railway Company for breaches of the law	103	82
for offences committed outside British India	50 (c)	42
in adjacent districts	155	108
in foreign territory	157	109
in nuisance cases	156	109
Notices for — of proclaimed offenders to be sent for publication in the Police Gazette	179 (a) (1)	116
of deserters	159	109
of persons for breaches of the Salt and Abkari Laws—Duties of the Police in regard to —	41	33
not to be ordered by Magistrates on referred charge sheets	154 (b)	108
of Railway officials	158	109
of soldiers	160	110
Two Police officers to be employed in effecting the — of Railway officials	158 (b)	109
without warrant	154 (a)	108
ARREST REPORTS—		
when and to whom to be sent	161	110
ARTICLES—		
to be produced at kit inspection	33 (e)	27
ARTICLES, UNSERVICEABLE—		
Auction sales of — to be for cash only	561	301
Superintendent to report on —	558	300
ASSISTANT INSPECTOR-GENERAL—		
Assumption of charge of office by Deputy Inspectors-General and Superintendants to be telegraphed to the —	319	202
Gazetted officers of Police reaching Madras to report in person to the —	313 (a)	200

	Order.	Page.
ASSISTANT INSPECTOR-GENERAL—<i>cont.</i>		
Indents for stores not complied with by —	518 (2)	288
Letters to — how to be addressed	593	310
Refund of sums retrenched under the signature of the —	433	245
What papers to be sent to — direct and what through Deputy Inspector-General	594	310
ASSISTANT SUPERINTENDENTS—		
Correspondence of — with Magistrates and officers of other departments	13 (c)	10
Duties and position of —	13 (a) & (b)	9
Orderlies for —, Scale of —	67 (a)	53
Registers of —	13 (g)	10
Relation of — to Superintendents	13 (d)	10
to attend at sessions	30 (a)	24
to be called in to the Head-Quarter Office every year to learn office work	13 (f)	10
to enlist men for their own divisions	233 (a)	162
to escort His Excellency the Governor	12 (g)	9
to examine carefully Books I and II	187 (b)	128
to inspect one of the divisions of the main range	31 (c)	26
to inspect and report on premises licensed under the Arms Act	43 (d)	33
to visit scenes of grave crime	13 (e)	10
Transfer of head constables and constables by —	317	202
ASSISTANT WITH THE GOVERNMENT—		
Information of foreigners concerned in grave crime to be reported to the —	191 (c)	133
Movements of criminal gangs to other provinces to be reported to the —	189 (a)	128
Weekly report to be sent to the —	12 (c), (1), Note.	6
ASSOCIATIONS—		
Inspector's connection with — intended for mutual assistance	273	184
ATTACHMENT (OF PROPERTY)—		
Police ordinarily to apply for — when applying for proclamation	179 (b)	117
ATTENDANCE—		
Medical —, Rules regarding —	296 & 297	196
of witnesses at station-houses	147	106
ATTENDANCE AT SESSIONS—		
of Superintendents and Assistant Superintendents	30	24
AUCTION SALES—		
of unserviceable articles to be for cash only	561	301
Proceeds of — to be paid into the treasury	560	300
AUDIT INSPECTORS—		
Duties of —	16	16
not to have relations employed in the Police in their districts	232 (d)	162
Security from —	17	16
See also 'Accountants.'		
B		
BADGES—		
for good shooting	253	169
for passed men in signalling	623 (e)	323
for Town Police	541-B	295
of rank in silver for superior officers	258	171

	Order.	Page.
BAIL—		
from persons arrested	170 (a)	113
from European vagrants	65 (i)	52
BAILABLE OFFENCE—		
Special reasons for use of handcuffs in — to be given in station-house report	169 (c)	113
BALANCE SHEET IN CASH BOOK	416	240
BALL PRACTICE—		
Ammunition for —	546	206
Register of shooting to be maintained by the Inspector	253	169
to be carried out in the presence of the Inspector and under his orders.	253	169
BALUCHI GANGS—		
Counterfeiting coins by —	192	134
Entry of — in districts to be reported to the Chief Office	192	134
BARRACKS—		
Police not to enter — to enquire into cases	160 (b)	110
BATTA—		
for signalling parties	623 (e)	323
for Drill Instructors	417, Note (2).	242
BEAT—		
Beat constables to visit Railway stations	23 (f), Note 3	21
Information in respect of illicit sale or manufacture of liquor to be obtained by men on —	38 (b)	31
BEAT DUTY—		
Constables returning from — to be catechised by station-house officers.	23 (d)	20
Daily interchange of men on —	23 (e)	21
Direct system of —	23, Note 2.	21
in towns	77 (f)	66
List of crimes reported and names of persons to be arrested to be read over to men on —	23 (b)	20
Night and morning beat constables when to be despatched from stations.	23 (c)	20
Petty officers not permitted to stop —	23 (f)	21
BEDDING—		
to be obtained for Police hospitals through Superintendents	464 (6) (b)	257
BELTS—		
Cleaning of —	575	305
to be worn by head constables when sword is worn	267 (c)	177
to be marked with the initial letter of the district and the number of constable to whom issued	542	205
BICYCLE—		
Charge for the conveyance of —	479 (5)	266
BILLS—		
Contingent — (See 'Detailed Bills').		
for each departmental work required separately	497 (b)	282
Pay — (See 'Pay Abstracts').		
Payment of — for steamer passages — Rules relating to —	482	275
Supplemental Pay — (See 'Supplemental Pay Bill').		
Statement of — cashed by Inspector, monthly	458-A	255
Travelling—(See 'Travelling Allowance').		
BILL OF LADING—		
to be obtained for stores shipped	573 (a)	305

	Order.	Page.
BLACK MARKS—		
Award of —	334 (i-iii)	206
bar promotion but not leave	334 (viii)	207
Cancellation of —	334 (iv) and (vi)	207
Copy of order awarding — to be furnished to the delinquent	334 (ix)	207
Effect of —	334 (iv) and (v)	207
when to take effect	334 (vii)	207
BLANK BOOKS—		
See 'Books.'		
BLANK CARDS—		
Short communications to be written on —	601-A	312
BOARDS—		
Notices for rewards, &c., to be placed outside Police station-house — ...	616	320
BOATS—		
Repair and maintenance of Government —	477-A	263
BOAT-HIRE EXPENSES—		
for embarking and disembarking to be recovered in travelling allow- ance bills	482 (5)	275
BOOKS—		
Spare blank — Ledger of —	570 (b)	304
Spare blank — not to be kept at stations	572 (c)	305
issued for station-houses to be numbered	551	298
Service — (See 'Service Books').		
BOOK, HOSPITAL—		
to be kept at head-quarters	350 (b), Note (2).	217
BOOKS OF INSTRUCTION—		
Supply and issue of —	520	288
BOOTS—		
Indent for — measurement and sketch of foot to be given	528 (b)	291
BORROWING MONEY—		
See 'Public Servants.'		
BOUNDARY LINES—		
Jurisdiction how settled when cases occur near the — of adjacent districts, divisions, or stations	203	142
BREACH OF THE PEACE—		
Procedure when a — is anticipated	27 (a)	23
Police to protect private individuals from —	27 (c)	23
Missionaries entitled to protection from —	27 (b)	23
Police to collect information about every movement which may lead to a —	27-A	23
BREAKS IN SERVICE—		
Cases of — affecting service	374 & 375	223
to be noted in the Constabulary Register	388 (a)	227
BRIBERY—		
Really serious cases of — to be enquired into personally by Superin- tendent or his assistant	12 (h)	4
BRITISH SOLDIERS—		
Escort of — in custody of the Civil Power	Foot-note to 75.	61

	Order.	Page.
BUCK-SHOT CARTRIDGES—		
Allotment of — for service	547	297
BUDGET ALLOTMENT—		
Sanctioned for each district for contingencies to be communicated to Superintendents	459	255
BUDGET ESTIMATES—		
allotment of funds	483	276
for departmental works, when and how to be submitted	487	277
limits of the amount of estimates for departmental works	487	277
of the Public Works Department, Provision for works in —	483	276
of the Police Department, Provision for works in —	483	276
plans and detailed estimates to be submitted by Public Works Department	484 (2)	276
Submission of schemes for —	484 (1)	276
BUILDINGS—		
Completion certificate for certain new — to be countersigned by Superintendent or Assistant Superintendent	496 (a) (ii), Note.	281
Construction and repair of —	489	279
Cost of erecting or purchasing—how regulated as regards rent	508	284
Custody and charge of vacant public —	503	283
destroyed by fire—Enquiry in cases of—	505	283
Disposal of materials obtained from dismantling —	504	283
Documents to be sent to the Accountant-General on completion of — Estimates for—(See 'Budget Estimates' and 'Detailed Estimates').	496 (a)	281
Money how drawn for —	494 (a)	281
No alterations or additions to be made to—constructed on type design.	486-A	277
Precautions against fire in the case of—	513	285
Officers occupying — to make arrangements during privilege leave	510	284
Rent of —, occupied by Inspectors and European head constables creditable to Public Works Department, how recovered	511 (a)	285
Repairs to civil —	487-A	278
Responsibility of the incoming tenant for fixtures, &c., in —	510-A	284
Sanctioned plans not to be altered	493	281
Scale of rent of — (See 'Rent').		
Superintendents to examine the foundations of departmental — See also 'Departmental works.'	491-A	280
BURIAL —		
Police to arrange for the — of bodies taken by them for <i>post mortem</i> examination	140 (d)	99
BUTTONS—		
Condemned — not to be sold from district stores	543 (a)	295
Examination of — returned into stores	543 (b)	295
issued to replace others lost to be charged for	543 (a)	295
Metal — to be held part of an officer's accoutrements	543 (a)	295
to be indented for annually	543 (c)	295
Unserviceable — to be returned into stores	543 (a)	295
C		
CANTONMENT(S)—		
Act, XIII of 1899, powers and duties of the Police under the —	43-A	34
Duties of the Police orderlies in —	66 (d) & (e).	52, 53
Orderlies for — Magistrates	67 (a)	53
Proclamations in —	464 (8)	257
Service of processes in —	66 (e) & 68 (b).	53 & 54

	Order.	Page.
CARBIDE OF CALCIUM—		
Notification regulating the import, &c., of —	Appendix.	364
Rules relating to importation, etc., of —	Appendix.	364
CARBINES—		
Cleaning of—	574	375
Committee to report on loss of —	525 (a)	290
Cost of — negligently broken or lost to be recovered	525 (b)	290
Distinguishing marks on Government —	43 (c)	34
Orderlies accompanying Magistrates to be armed with —	66 (g)	53
Re-browning of —	574	305
to be obtained from the Ordnance department on indents from Superintendents	544	295
CAR FESTIVALS—		
Duties of the Police during —	55 (a)	44
CARRIAGE OF STORES—		
by rail	573 (b)	305
by sea	573 (a)	305
CARTS AND CARRIAGES—		
used for conveying certain Police officers are exempt from license taxes	464 (7)	257
CASE(s)—		
against coinage	213	146
Arrests in nuisance —	156	109
Bailable —	128 (5)	90
Charged — Form of report to go to Magistrate	128 (3)(a)	90
Cognizable — filed by private parties, Notice of appeal in —	20 (5), Note.	18
connected with other departments investigated by the Police to be communicated to such departments	128, Note 4.	91
Crime and occurrence report in grave — to be sent direct to Superintendent or Assistant Superintendent	132 (c)	93
Custody of property in — under trial	200	138
Delays in disposal of referred — deprecated	138 (e)	97
Entry of — in Crime Register (See 'Crime Register').		
False — (See 'False Cases').		
Grave — (See 'Grave Crime').		
If a — is reported false, Police to state whether prosecution of complainant is recommended	138 (c)	97
Instructions to guide the Police as to when investigation into a — is to be refused	128 (2) and Appendix.	89, 368
Investigation of — not completed within 24 hours	128 (3)	89
Investigation of — when held to be complete	128 (3-8) & Note 3.	89, 90 & 91
Issue of warrants in cognizable —	163	111
List of — referred, charged, and reported as undetectable in which Magistrates' orders have not been received to be sent quarterly by Inspectors to Superintendents	138 (e)	97
Non-bailable —	128 (5) (a)	90
Non-cognizable — Procedure in —	128	91
Non-cognizable — Reporting of —	131	93
not to be referred unless unmistakably false	138 (d)	97
of cattle reported to be stolen or lost	202 (f)	142
of crime committed near boundary lines	203	142
of previous year, Ledgering of —	208	144
of petty thefts (See 'Petty Thefts').		

	Order.	Page.
CASE(s)—cont.		
of sudden and unnatural deaths (See 'Unnatural Deaths').		
of suicide in jails to be reported to the Superintendent of Police ...	140 (g), Note 1.	99
of torture by the Police (See under 'Torture').		
Occurrence report in —	128 & 132	89 & 93
Reasons for reporting — false to be set forth by station-house officer.	138 (b)	97
Referred — Form of report to go to Magistrate in —	128 & 138	89 & 97
Report to Magistrate when investigation is determined on —	128 (1)	89
Report to Magistrate when investigation is refused in a —	128 (2) & Appendix.	89 368
Report on completion of investigation of —	128 (3 to 8)	89, 90
Report on compoundable — requested by parties not to be investigated.	128 (9)	90
Report to Magistrate in all — investigated	128, Note 2	91
Report by telegraph in specially grave —	133	94
Rules for ledgering —	205-209	143
Special reports of grave —	123	94
to be recorded in station crime registers	202	141
under Police and Municipal Acts, how registered	136 (c)	96
Undetected — Form of report to go to Magistrate in —	128 (4)	90
when can be called 'detected'	202 (d)	142
CASH —		
Auction sales of unserviceable stores to be for — only	581	301
CASH BOOK(s) —		
All public moneys whether in bills, &c., to be entered in —	412 (a)	239
Balance sheet to be entered in — at the close of the month	416	240
Corrections in —	415	240
Red-ink entries in —	412 (b)	239
to be closed daily	414	240
to be totalled daily	413	239
Examination of — by the Superintendent	413-A	239
CASH CHEST(s) —		
A book to be kept at stations showing receipt and delivery of —	410 (a)	238
All public moneys to be kept in —	407	238
Custody of keys of —	406	238
Custody of cash chests, &c., belonging to the Revenue department	410	238
Location of —	406	238
No money not belonging to Government to be deposited in —	408	238
of district offices	406-408	238
of officers in charge of pensioners — Custody of —	411	239
of officers in charge of pensioners, preservation of order when pay- ments are made	411 (c)	239
of officers in charge of pensioners—Time for depositing, &c. —	411 (b) (ii)	239
of officers in charge of pensioners —Treasure escort on date of payment for —	411 (b) (i)	239
of other departments	409-411	238-239
of the Postal department, when to be embedded in Treasury guard- rooms	409	238
provided by District Magistrates for the preservation in Police stations of valuable property	410 (b)	239
Rules regarding — lodged in Police station-houses	409-411	238-239
CASH ORDER(s) —		
Amount of — received to be entered in the Cash Book	404	237
Division pay remitted by means of —	440 (a)	248
for pay of men transferred	455	251
for remitting arrears and advances of pay	454	254
Remittances of money within the district to be arranged by means of —	453	254

	Order.	Page.
CART HORSES—		
Purchase of — by Inspectors and Sub-Inspectors	14 (h), Note 3.	13
CANTEN —		
of men entering the Police to be entered in the Constabulary Register.	388 (a)	227
CASUAL LEAVE—		
cannot be claimed as a right and cannot be taken without previous sanction	352	218
Inspectors not ordinarily to grant — to their subordinates	353 (2)	219
Rules relating to the grant of —	353	218
Superintendents to intimate District Magistrates when going on— ..	368-A	221
to gazetted officers	353 (1)	218
to Government servants proceeding to the Pasteur Institute	353 A	219
to members of office establishment	353 (1)	218
to subordinate police officers on outdoor duty	353 (1)	218
CASUALTY—		
among first-grade head constables, Inspectors and European Police officers to be reported	432	245
Meaning of the term as used in the 'Monthly Return'	445, Note.	250
Register of —, Store Inspector to note casualties in the — and to apply to the Inspector for the return of clothing into stores	535	293
See also under ('Deaths').		
CATECHISM—		
Constables' — the text book for constables	227	160
Every constable to provide himself with a —	22, Note 1	20
to be shown at kit inspection... ..	33 (g)	28
CATTLE—		
Strayed — to be distinguished from cattle-theft	202 (f)	142
Sale of impounded — by the Police	45	36
CATTLE-THEFT—		
to be distinguished from cattle-stray	202 (f)	142
to be treated as an offence under the Indian Penal Code irrespective of value	130 (a), Note.	93
CATTLE TRESPASS ACT —		
Duties of the Police under the —	44	35
Procedure regarding sale of cattle under the —	44(c) and 45	35 & 36
Purchase of cattle at a sale under the —	44 (d)	35
CAVADI—		
Duties of the —	478 (7)	264
CERTIFICATE—		
of appointment (See 'Sannad').		
Completion — for buildings, Form of —	496 (ii) (ii)	281
Court — to witnesses for travelling allowances	479 (18), Note.	269
Discharge — (See 'Discharge').		
Election — to accompany pension application	394 (ii)	234
for acknowledgment of the receipt of prisoners and property delivered with them to be given by the Jail officer	75 (c)	61
for refund of fines issued by Magistrates—Police not to deliver to parties	68 (c)	54
Form of — to be furnished by the quarterly committee on stores ...	564	302
Last pay — (See 'Last-pay Certificate').		
Medical — for invalid pension (See 'Medical Certificate').		
Medical — for leave (See 'Medical Certificate').		
of age of females	143-A	102

	Order.	Page.
CERTIFICATE—<i>cont.</i>		
of character—No Police officer to give —	312	199
of efficiency given to passed men in signalling	623 (d)	323
of notice of residence or of change of residence of convicts under section 565, Criminal Procedure Code	183 (d), Note 3.	124
of physical fitness to be produced by candidates before taking up appointments as Inspectors	240 (a)	164
of previous character to be given to a Police officer on reduction or discharge	345 (c)	212
of transfer of charge (See 'Relief').		
of unfitness for further service — who should grant —	377	224
regarding stores to be given by Inspectors when taking charge ...	570 (a)	304
under art. 1170 (ii), Civil Service Regulations	479 (25)	271
under the Vagrancy Act	65 (g)	51
CEYLON—		
Law of Extradition governing —	49	39
CHAINS—		
to be all of one pattern	541	295
CHAFFERBANDS—		
Registration in Book II of convicted —	184-A, Note 2.	126
CHARACTER—		
No police officer to give certificate of —	312	199
of applicants for pension to be noted in the third page of application...	393 (a)	233
Certificate of — before enlistment	230 (a)	160
Certificate of previous — to be given on reduction or discharge ...	345 (c)	212
CHARGE (OF OFFICE)—		
Assumption of — by the Deputy Inspectors-General and Superintendents to be telegraphed to the Assistant Inspector-General	319	202
CHARGES—		
for defence of Police Officers to be debited to what head	238-A	191
CHARGE SHEET(s)—		
in security cases	145	103
Number of houses searched to be shown in —	193 (e)	135
Points to be noted in the preparation of —	136	96
Preparation of —	136 (a)	96
Prosecution witnesses to be present or recognizances entered when — is brought to the Magistrate	136 (e)	96
Referred — Instructions regarding the submission of —	128 & 138	89 & 97
when to be submitted	128	89
CHEMICAL EXAMINER—		
Rules for the transmission of substances to the — in cases of suspected poisoning	143	101
CHEMICO-LEGAL EXAMINATIONS—		
Rules for —	143	101
CHEST MEASUREMENT—		
Standard of — for enlistment in the Police	231	161
of men enlisted to be shown in the Monthly Return	445 (12)	251
CHILDREN—		
School for — at certain stations	256	170

	Order.	Page.
CHOLERA—		
Disposal of clothing of men who have died of —	535	293
Distribution of medicine during —	21 (b)	19
Existence of — and extent to be noted in the Weekly Reports by officers.	12 (o) (6)	7
Outbreak of — to be reported in station-house reports	21 (b)	19
Outbreak of — to be reported by Inspectors in their diaries	14 (f)	12
Police to assist the staff employed on the prevention of —	21 (b)	19
Treatment of prisoners in Police lock-ups when attacked with — ...	21(b), Note.	19
CIRCULAR—		
A copy of every — issued by Deputy Inspectors-General and Superintendents to be forwarded to the Inspector-General	598 (b)	311
list of stolen property to be sent to every police station	129 (f)	92
CITY POLICE, MADRAS—		
Management and control of the —	2	1
CIVIL PENSIONERS—		
Death of — to be reported	399	235
CLERKS, not to be fined	336-B	210
CLOTHING—		
Allocation statement of —	536	298
Articles of — lost or damaged — Recovery of cost of —	526	290
Examination of — remaining in stores	563	301
for recruits	537	293
Inspection and report on — on receipt	532	292
issued to districts not to be sold without sanction	533, Note.	293
Issue of — to divisions and to men	533	293
Issue of — to clerks in Jeypore, Balliguda and Bhadrachalam	267 (h), Note.	177
List of — which can be indented for in excess of the district allotment	523	288
Men on leave for a period of six months or more not entitled to — for		
that period	530-A	292
Men on transfer to take — not accountrements	534	293
New — supplied within last two months of a year to be an advance for		
the following year	537, Note 2.	294
Part-worn — of all casualties to be returned to the stores	535	293
Part-worn — of men who have died of cholera, how to be disposed of.	535	293
Period of issue of —	519	288
required on payment to be indented for on the Chief office	533, Note	293
Sale of part-worn —	537-A	294, 300
	559	
Stoppages for — lost or damaged	524	289
Submission of indents of —	530 and 531	292
supplied to elephant servants	478 (7)	264
Supply of — to districts	519	288
to be marked with the constable's number and the year of issue ...	533	293
COGNIZABLE CASE(S)—		
filed by private parties, Notice of appeal in —	20 (5), Note.	18
Issue of warrants in —	163	111
Ledger for — to be posted up daily	205	143
Procedure on receipt of a complaint of a —	128	89
See also 'Cases.'		
COINAGE—		
Superintendents to submit annually a statement of offences against —	213	146
See also 'Counterfeit coining.'		

	Order.	Page.
COMMERCIAL SPECULATIONS—		
Rules regarding connection of public servants in landholding and — ...	260	179
COMMISSIONER OF POLICE—		
Duties of the — under the Cyclone Code	618	321
General duties of the —	2	1
Members of Police escort requiring leave, &c., in Madras to apply to the —	72 (e)	56
Powers of the — to sanction rewards	465	258
COMMUNICATIONS — See 'Correspondence'; 'Letters.'		
COMMITTEE—		
of members to examine arms	525 (a)	290
to examine Chief Office stores	562	301
to examine District office stores	563	301
COMPANIES—		
Officers not to take any part in the promotion or registration of — ...	269 (13)	180
COMPETITIVE EXAMINATION—		
Regulations for admission to the Indian Police Force through a — in London	215 (5)	148
Rules relating to local —	215 (18)	154
Subjects for local —	215 (18, iv)	155
COMPLAINTS—		
against Police officers — Rules to be observed on receipt of — ..	295 and 295-A	195, 196
How — and cases are to be entered in the Crime Register	202	141
Register of — against Police officers to be kept in each office	294	195
COMPLAINT REGISTERS—		
kept in Superintendent's offices, Particulars to be embodied in— ..	609	317
COMPLETION CERTIFICATE—		
for certain new departmental buildings to be countersigned by Superintendent or Assistant Superintendent	496 (a) (ii), Note 1.	281
Form of —	496 (a) (ii)	281
of Public Works Department works to be signed by Superintendent.	486, Note	277
COMPLETION OF WORK—		
Documents to be forwarded to the Accountant-General on —	496 (a)	281
Unspent balances to be refunded to the treasury at once	496 (b)	282
COMPOUNDS OF PUBLIC BUILDINGS —		
Sale of the usufruct of existing trees in the — or of the right to cut grass in the —	513-A	286
CONDITIONS FOR ENTERING THE POLICE—		
subordinate staff	230	160
superior staff	215	147
CONDUCT—		
of public servants — Rules relating to the personal — (Landholding, &c.) See ('Public Servants').		
CONDUCT OF THE POLICE—		
on duty	28	24
Police not to interfere with any one not breaking the law	28 (a)	24
Police to use civil and respectful language	28 (b)	24

	Order.	Page.
CONFESSIONS—		
Memorandum of — to be made in the precise words of the prisoner ...	168 (a)	111
not to be reduced to writing by a village magistrate	124	87
Police not to prosecute upon — alone	168 (c)	112
Police not to use oppression in obtaining —	168 (b)	112
Presence of village magistrate not required when obtaining — ...	168 (e)	112
to a police officer not admissible in evidence against the accused	168 (d)	112
CONFIDENTIAL PAPERS—		
Custody and despatch of —	588	309
CONFIDENTIAL REGISTERS—		
of Inspectors and of head constables to be kept by Superintendents ...	12 (i)	4
of Inspectors and head constables to be kept by Assistant Superintendents	13 (g)	10
CONFIDENTIAL REPORTS (ANNUAL)—		
on Inspectors to be forwarded by Superintendents and Assistant Superintendents	12 (j) and 13 (h)	{ 5 11
CONFINEMENT—		
of under-trial prisoners	165	111
Place of — for persons sentenced by village heads	122	87
Temporary — of prisoners charged by the Salt, Abkari and Customs department	75-A	65
Temporary — of long-term convicts or notorious criminals in sub-jails.	80 (d)	70
CONSERVANCY AT FAIRS AND FESTIVALS—		
Duties of the Police in connection with —	55 (b)	45
CONSTABLES—		
Beat — to aid heads of villages on occasions of cholera	21 (b)	19
Enlistment of —	231	161
Examinations for —	228 & 229	160
General duties of —	22	19
In-patient — not to leave hospital without permission	350 (b), Note 3.	217
No acting appointments to be made in the grade of —	421 (a)	242
proceeding on leave or duty to Bangalore not entitled to advances ...	457, Note 1	255
Reduction and dismissal of —	345	212
Reinstatement of — from suspension	343	212
required to produce their kits at kit inspections	33 (e)	27
Suspension of —	342 (b)	211
to be furnished with passes for duties of a special nature	26 (a)	22
to be provided with catechism and note-books	22, Note 1.	20
to reside in lines	22	19
Training of —	227	160
to watch the daily movements of suspected characters	22	19
to be held responsible for reporting all occurrences within their beat...	22	19
Uniform for —	267	177
When — may seek a transfer to another district	316 (a)	201*
CONSTABLE'S CATECHISM—		
Text-book for constables	227	160
CONSTABULARY REGISTER—		
Index book to the — how to be kept	388 (f)	228
Instructions regarding the —	388	227
Reference to the pages of the Leave Register and the Defaulter Book to be entered in —	388 (d)	228
Rules for the maintenance and verification of —	389-A	229
The fact of passing the station-house officer's examination and the constable's test to be entered in the —	224 & 228	159 and 160
What punishments to appear in the —	333 (b), Note.	206

	Order.	Page.
CONSTRUCTION—		
Approved plans and sanctioned estimates for — not to be altered ...	493	281
Estimates for — Preparation and submission of — ...	489	279
See also 'Departmental Works' and 'D.P.W. Works.'		
CONTINGENCIES—		
Budget allotment for — for each year to be communicated to Superintendents ...	459	255
charges which require the sanction of the Chief office ...	459	255
Entries in the Contingent Register, Attestation of — ...	464 (3)	257
Statement of payments to be made in divisions to be submitted to Head-quarter office ...	464 (4)	257
Tom-tom charges in cantonment to be charged to — ...	464 (8)	257
CONVEYANCE(s)—		
of police officers travelling on duty exempted from license-taxes ...	464 (7)	257
of prisoners by rail ...	480-A	273
CONVICTION—		
by fine does not entail dismissal ...	346 (b)	214
Dismissal after — ...	346	214
CONVICTION REGISTER—		
Beatwar lists of convicts to be maintained for check of the existence or demise of convicts entered in the — ...	182 (b), Note 10	120
Death of convicts entered in the — Communication of — ...	182 (b), Note 11.	120
Entry in—in the case of a person convicted in one station but belonging to another ...	182 (b), Note 4.	120
Index to the — ...	182	120
Particulars to be entered in the — ...	182	119
Persons convicted under chapters XII and XVII, Indian Penal Code, to be entered in the — ...	182 (a)	119
Removal of names from the — ...	182 (b), Note 9.	120
to be checked with the Crime Register ...	182 (b), Note 3.	120
See also 'Convicts.'		
CONVICTS—		
Confinement of long-term — in sub-jails ...	80 (d)	70
Date of release of — from jails to be entered in the Conviction Register ...	182, Note 2.	119
Duties of the Police in cases of escape of — from Port Blair ...	175	114
List of — ordered to notify residence under section 565, Criminal Procedure Code ...	183-A	125
Non-return of released — to be reported ...	182, Note 2.	119
ordered to notify residence and change of residence, Certificates to be given to — ...	183 (d), Note 3.	124
Police to meet every vessel bringing time-expired — and to arrange for their reaching their homes ...	175 (b)	115
Photographs of Bhamptas and other professional thieves to be taken and copies sent to certain officers ...	177	115
released on medical grounds to report themselves to the Superintendent of Police and not to leave the district without his permission ...	176	115
returning from transportation ...	175 (b)	115
Rules and orders relating to the notification of residence of — ...	183-A and Appendix.	125, 333
Shadowing of — on release, Orders regarding ...	185 (c)	126

	Order.	Page.
CONVICTS—cont.		
Superintendents of Police to furnish Superintendents of Jails with information regarding the previous history of —	174	114
Surveillance of released —	185 & 185-A	126, 127
Transmission of — Notices of <i>intended</i> —	75 (h)	62
under Police escort to be handcuffed in couples	75 (e)	61
under sentence of transportation to Port Blair	174	114
Warrants to be applied for and produced when appearing before Magistrate in the case of — escaped from Port Blair	175 (a)	114
See also 'Prisoners.'		
CORPSES—		
Property found on —, Heads of villages to take charge of —	198 (d)	138
CORRESPONDENCE—		
Channels of — to be observed by Superintendents	594	310
Channels of — with Native States	594-A	310
Current, reference and disposal system of records	608	314
Despatch of confidential papers	588	309
Economy to be observed in the expenditure of service postage labels	601	312
Enclosures to be tabulated and arranged in order of date	585 & 587	309
Forms of address used in —	580	307
How vouchers are to be forwarded	591	309
Language of communications with Police officers of other provinces	578-A	307
Letters to the Inspector-General, how to be addressed	592	309
of Assistant Superintendents with Magistrates	13 (c)	10
Original petitions not to be returned to parties	599	312
Paragraphs of all letters and their enclosures to be numbered	585	309
Separate letters to be used for separate subjects	581	308
Special letters and not the Weekly Reports to be used for matters requiring the sanction of the Inspector-General	581	308
Uniformity of size to be maintained	578, Note 2.	307
Unpaid letters superscribed on public service must be accepted	595	311
Use of facsimile signature stamp forbidden	582	308
with the Magistracy--Points to be noted in —	584	309
COUNTERFEIT COINING—		
Returns of —	214	140
See also 'Coinage.'		
COURTS—		
Police aid to Military —	172	114
COVERING LETTERS—		
not necessary in certain cases	589	309
COVERS—		
addressed to Superintendents or Assistants by whom to be opened	596	311
Double — to be used for despatch of confidential papers	588	309
how to be addressed to the Inspector-General of Police	593	310
Red — to be used for express messages	21 (a), Note.	19
CREDIT NOTES—		
to be used when stores are despatched by rail	573 (b)	305
CRIME(s)—		
Book showing progress of — to be kept by Superintendents and Assistant Superintendents	12 (p) & 13 (g)	9 & 10
Duties of head constable on the occurrence of —	21 (a)	18

	Order.	Page.
CRIME(s)—cont.		
Duties of the Inspector on the occurrence of — of grave character ...	14 (g)	13
Duties of village magistrates on the occurrence of —	119 (a)	86
Grave — (See ' <i>Grave Crime</i> ').		
Inspectors to forward quarterly abstracts of — to the Head-quarter office	204 (b)	142
Petty cases to be included in the quarterly abstracts of — of stations.	204, Note 2.	143
Quarterly abstracts of — of stations — Inspectors to check — ...	204, Note 1.	143
Quarterly abstracts of — to be checked with District ledgers	205, Note 2.	143
Quarterly abstracts of — to be prepared by Inspectors and station-house officers	204 (a)	142
Rules for ledgering —	205-209	143
to be ledgered divisionwar under each head of crime	205	143
Village Police to give immediate intimation of — to the Village Magistrate	117	85
See also ' <i>Cases</i> .'		
CRIME ABSTRACT—		
Orders regarding the quarterly —	204	142
CRIME EXTRACTS—		
Inspector's monthly — to be checked with the ledgers and crime reports	205	143
Station-house monthly — to contain petty thefts	205	143
CRIME LEDGER—		
Offences committed in foreign territory and arrests in British Territory, how to be shown in the —	207	144
Rules for ledgering crimes in —	205-209	143
What offences to be grouped in —	209	144
CRIME NOTICES—		
when to be sent from one district to another	129 (a)	91
CRIME REGISTER—		
Entry of complaints and cases in the —	202 (a) & (b).	141
Magistrate's order to strike off a ' <i>Referred case</i> ' to be entered in the —	202 (g), Note.	142
of Division Inspectors	14 (j)	13
of grave offences to be kept by Superintendents and Assistant Superintendents	12 (o) (12) & 13 (g).	8 & 10
Proceedings under the security sections to be registered by Inspectors in their —	14 (j)	13
Sentence or order of Magistrate to be entered in the —	202 (g)	142
Station-house —	202	141
Verification of entries in —	202 (b), Note.	141
CRIME REPORT—		
See ' <i>Occurrence Reports</i> .'		
CRIME RETURNS—		
List of —	213	145
CRIMINALS—		
Confinement of notorious —, Precautions to be taken regarding — ...	80 (d)	70

	Order.	Page.
CRIMINAL COURTS—		
Rules for the inspection of records of —	149	107
Inspection of records by whom to be conducted and where	149 (3)	107
CRIMINAL GANGS—		
District officers to report how registers of — are kept	189 (b)	180
Escort of —	189 (c), Note.	181
Meaning of the term —	181 (3) (c) (ii).	119
Register of —, what to contain	189 (a)	128
Relief of constables watching —	189 (a), Note 1.	180
Watching of —	189 (c)	131
See also 'Gangs.'		
CRIMINAL STATISTICS—		
Accuracy of —	202 (c)	141
Every offence to appear in the — under the head as <i>finally</i> found	202 (e)	142
CROWDS—		
Dispersion of — under the Police Act	56	45
CROWDS AND PROCESSIONS—		
Rules regarding the management of —	56	45
CUMBLIES—		
Jail department to supply —	528 (a), Note.	291
to be marked with the initial letter of the district, &c.	528 (a), Note.	291
to be obtained for police hospitals through Superintendents	464 (6) (b)	257
CURRENCY NOTES—		
Particulars regarding —	617	321
Lost —	617 (b)	321
Police to trace back — stolen	617 (b)	321
CURRENT—		
What are — papers	608 (1)	314
CURRENT REGISTER(s)—		
Different kinds of — kept in the Head-quarter office	608 (8)	315
What papers are to be entered in the —	608 (9)	315
CUSBAH STATION(s)—		
Furniture allotted for —	464 (2)	256
Meaning of the term —	9	1
CUSTODY—		
of cash chests of District offices	406-408	238
of cash chests of officers in charge of pensioners	411	239
of cash chests of other departments	409-411	238, 239
of cash chests of the Postal department	409	238
of cash chests of the Revenue department	410	238
of note-books	185 (b)	95
of prisoners	184	111
of property in cases disposed of by Magistrates	200	138
of property in cases disposed of by Sessions Courts	200	138
of property in cases under trial	200	138
of the key of the ammunition box	572 (a)	304
CYCLONE CODE—		
Arrangements to be made at Madras under the —	618	321

	Order.	Page.
D		
DACOITY—		
Ledgering of cases of —, Rule regarding —	206 (c), Note 2.	144
Scenes of — to be visited by District officers	150	107
to be classified in the Ledger	205, Note 1.	143
to be communicated by telegraph to neighbouring police stations and the Railway Police	133-A	94
DAILY ALLOWANCE—		
how affected when sheds are provided during festival at the cost of state.	479 (16)	269
DAMAGES—		
Police officers seizing unrecognized valuables, when liable for — ...	197	137
Suits for — against Police officers for acts done in official capacity ...	290	192
DANGER SIGNALS—		
Arrangements to be made at Madras on the hoisting of —	618	321
DARK LANTERNS—		
Scale of — to be supplied to districts	540(a)	294
DEAD BODIES—		
Conveyance of — by rail	142, Note.	100
Enquiry in cases of — found in tanks	141 (iii)	100
Enquiry in cases of — found in wells	141 (iii)	100
Police to arrange for the disposal of — taken for <i>post-mortem</i> exami- nation	140 (d)	99
Preservation of — sent to medical officers	140 (c)	98
Procedure in the case of — found on railway lines	98	80
Procedure in the case of unidentifiable —	71-A	56
to be sent to hospital under suspicious circumstances	140 (b)	98
DEATH(s)—		
Accidental — on Railways, to be reported in the Weekly Reports	97-A	80
by hanging or strangulation	141 (ii)	100
Duties of the Police in cases of accidental — on railways	142	100
Enquiry into cases of unnatural —	141	99
in case of a presumed murder and burial of remains	141 (v)	100
from suspected poisoning	141 (i)	99
in a tank or well	141 (iii)	100
of a body found murdered in an open road	141 (iv)	100
of civil pensioners to be reported	399	235
of first-grade head constables, Inspectors and European Police officers to be reported	432	245
Pay or pension allowed for the day of — of an officer	430	244
DECEASED OFFICERS—		
Pay due to — to whom to be paid	431	244
DECLARATION—		
Form of — accompanying applications for privilege leave	356	219
of lands in possession of a Police officer to be made on enlistment ...	270 (d)	182
to be made to Railway officials when forwarding dead bodies by rail ...	142, Note.	100
DEFAULTER BOOK—		
All punishments to be entered in the —	333 (a)	206
Punishments of Inspectors to be entered in the —	337, Note.	210
Verification by Superintendent of entries in the —	333 (b)	206
When reference to — is necessary	14 (j) (2), Note 2.	14

	Order.	Page.
DEFAULTER SHEET(s)—		
Entries in the — to be scrutinized before recording character in pension applications	393 (a)	233
of men transferred to the Sub-division to be forwarded through the Sub-division Office	333 (a). Note 3.	206
to be kept by Inspectors and how	14 (j) 2	14
to be sent in annually to District head-quarters for check	14 (j) 2, Note 1.	14
DEFENCE EVIDENCE—		
Examination of — by the Police	146	105
DEFENCE OF OFFICIAL CONDUCT—		
Allowance of Government for professional agency employed in a suit...	289	191
Charges for defence of Police officers to be debited to what head ...	288-A	191
Instructions as to law suits against Government officers	290	192
Orders regulating — at public expense in criminal prosecutions against Police officers	288	191
Sanction of Government necessary for vindication of public acts in Law Courts	281 (a)	187
DEPARTMENTAL EXAMINATION—		
for probationers	215 (6 to 8).	152
DEPARTMENTAL TEST—		
for Managers and Accountants	221-A	159
DEPARTMENTAL WORKS—		
A separate book of — to be kept for yearly abstracts of —	498	282
Budget estimates for — when to be submitted	487	277
Funds drawn for one work cannot be utilized for another work ...	494, Note.	281
Ledger for —	498	282
Mode of drawing money for —	494	281
Money not spent by 31st March for — lapses	497 (a)	282
Plan of — not to be altered without sanction	493	281
Powers of sanction for —	488	278
Procedure relating to the execution of —	487	277
Progress reports of —	495	281
Submission of detailed bills for —	497 (b) & (c).	282
Submission of completion certificates for —	496 (a) (ii)	281
DEPARTMENTS—		
Employment of Inspectors in other —	309	199
Enlistment of employes of other —	299 (f)	198
Guards supplied to other —	81	71
Heads of other — to be consulted before orders affecting officers of other — are passed	12 (n)	5
Prosecution of subordinates of other —	173	114
DEPOSITIONS—		
Superintendents and Prosecuting Inspectors to be furnished with copies of — free of cost	464 (9)	257
DEPUTATION ON SPECIAL DUTY OR IN OTHER DISTRICTS—		
Men doing duty in another district, by whom controlled	26 (c)	23
Pass for constables on —	26 (a)	22
Passports for men sent on duty in other districts when granted leave...	26 (d)	23
Pay for men on — , how remitted	452	254
Sannad required for men appearing in disguises in other districts ...	26 (b)	23
DEPUTY COLLECTOR—		
List of Police officers qualified for the post of — to be submitted to Collector	308	199

	Order.	Page.
DEPUTY INSPECTOR-GENERAL OF POLICE—		
Disposal of appeals by —	11 (c)	2
General duties of —	3	1
may suspend Inspectors for not more than one month	342 (a)	211
not to issue new orders, &c.	598 (a)	311
Powers of —	11	2
Presence of the — when required during feasts	11 (g)	3
Return of enlistments and of re-enlistments sanctioned by the —	238 (b), 243	162, 165
Statements due to — from Superintendent	Appendix.	421
Superior officers joining or leaving district to report to —	320	202
to forward to the Inspector-General, weekly reports of Superintendents and Assistant Superintendents only in certain cases	12 (c), (13). 623 (d)	8 323
to grant certificate of competency in signalling		
to intimate to the Assistant Inspector-General by wire assumption of charge of office	319	202
to record fully reasons in orders passed on appeal	11 (c)	2
to sanction enlistments of overaged or undersized men	238 (b)	162
to sanction re-enlistments	242	165
to sanction rewards up to Rs. 25	465	258
Transmission of Sessions Judgments to the Inspector-General by the —	12 (c), (13). 594 (a)	8 310
What class of correspondence to go through —	Appendix.	416
What statements to go through the — to Inspector-General		
DEBAILMENT—		
Extract from the Report of a committee of enquiry on — to be placarded in station houses	616 (e)	320
DEBERTERS—		
Arrest of —	159	109
cannot be re-enlisted without sanction	244	166
from foreign men of war, not to be arrested by the Police	159, Note.	109
Reinstatement of —	341	211
Rewards for the apprehension of Military —	471	259
DESEBITION—		
Offence of — when complete	340	211
Reinstatement after —	341	211
DESPATCH—		
A table showing the hours of — of mails from each post office in the district to be placarded in the Head-quarter and Sub-division offices. of confidential papers	597 588	311 309
of express messages to be in red covers	21(a), Note.	19
of letters — Rules regarding —	608 (18)	316
DESTITUTE PERSONS—		
Duties of the Police regarding — found in public streets of towns	71	55
in rural parts to be taken care of by heads of villages	125 (a)	87
DESTITUTE TRAVELLERS—		
Cost of maintenance of — to be borne by Government	125 (b)	87
DESTRUCTION—		
A list of records for — to be prepared every year	608 (25)	317
of papers.—Procedure regarding —	611-A	318
of stray dogs	57 (10)	48
of useless records	611	318
of offensive toddy and arrack by station-house officers	39 (d)	32
of wild animals	619	322
of records, Tables showing period of —	Appendix.	425

	Order.	Page.
DETAILED BILLS—		
Charges for conveyance of Government tents by road to be drawn in —	479 (5)	266
for expenditure on departmental works to be submitted to Accountant-General every month	497 (b)	282
for petty construction and repairs	497 (b) & (c).	282
for supplies to Police hospitals	464 (6), (a)	257
Monthly statement of hospital charges to accompany —	458-A	255
DETAILED ESTIMATES—		
Covering letter to accompany —	489 (2)	279
for works above Rs: 100 to be submitted to the Inspector-General	488	278
for Public Works Department works.—Preparation and submission of —	484 (2)	276
for construction of stations or huts	490	279
Plans sanctioned not to be altered without sanction	493	281
See also 'Estimates.'		
DETECTED—		
Meaning of the term —	202 (d)	142
DETECTION —		
Presumption as to low percentage in —	12 (g)	4
DETECTIVE DUTY—		
Instructions relating to —	24	21
List of men who have shown ability in — to be maintained by Superintendents, Assistant Superintendents and Inspectors	24(b), Note.	22
Pay of men on — how remitted	453	254
DIARY(IES)—		
Any Criminal Court may send for Police — of a case	201 (a)	139
Despatch of — to officers when on circuit	12 (k), Note	5
Inspectors may ask for advice and instruction in —	255 (a)	169
Movements of criminal gangs to be mentioned in —	189 (a)	128
of Division Inspectors, what it should be	14 (k)	14
of head constables and Inspectors of the Railway Police	91	75
Outbreak of cholera to be reported in —	14 (f)	12
Station-house report is the — under section 172, Criminal Procedure Code	134 (a)	94
Travelling —	14 (d)	12—415
when to be closed and despatched daily	134, Note.	95
DISBURSEMENT—		
Date of — of pay to be noted in division pay bill	440 (b)	248
of Division pay	Note.	440
of pay, in large divisions how arranged	440 (c)	248
of pay, to be completed by the 20th of every month	440 (b)	248
of the last salary of a deceased officer, Precautions to be taken before —	431, Note.	245
DISCHARGE—		
Certificate to be given to Police officers on —	345 (c)	212
of invalid pensioners	381	224
Re-enlistment within one year after — to count previous service	242	165
to take effect from date of medical certificate	381	224
DISCHARGE CERTIFICATES—		
to be reclaimed after re-enlistment	242, Note 1	165
DISSEMBARKATION—		
Date of — of officers to be reported	367	221

	Order.	Page.
DISMISSAL—		
after acquittal	347	214
after conviction	348	214
after conviction — when to take effect	346 (c)	214
Authority reversing — may declare past service to count	287	191
Complete personal hearing necessary before —	344 (b)	212 &
	& 345 (d).	213
Copies of orders of — to be given to the parties affected	344 (c)	212
entails forfeiture of past service	374	223
of Inspectors.—Procedure relating to —	344	212
of officers below the rank of Inspector	345	212
Pay of men punished by —	419	242
Re-enlistment after —	244	166
Six black marks entail —	384 (v)	207
Statements of evidence, &c., to be recorded in full in all cases of —	345 (d), Note.	213
Suspension prior to —	345 (d)	213
when to be accompanied by forfeiture of arrears of pay	419	242
DISPOSAL—		
Current, reference and — system of records	608	314
Definition of the term — in correspondence	608 (5)	314
list and — numbering	608 (16)	315
of vacant buildings.—Rules relating to —	508	283
of materials obtained from dismantling buildings	504	283
DISPUTES—		
Procedure when the Police are required to help in — about lands	27 (c)	23
DISTRAINT—		
Duties of the Police in cases of — under section 20, Act II of 1864	46	36
Duties of the Police in cases of — under Act VIII of 1865	47	36
DISTRESS WARRANTS—		
Duties of the Police in regard to —	195	136
Execution of — in municipalities, not a duty of the Police	77 (e)	68
DISTRIBUTION LIST—		
in stations.—Instructions regarding —	571	304
of stores to be kept in District office	567 (c)	303
DISTRICT(s)—		
Frontier Police of adjacent — to communicate with each other	25 (c)	22
General Police.—Powers of the Police extended to the —	25	22
Police in — under the management of a Superintendent and Assistant Superintendent	4	1
Superintendents of neighbouring —, Meetings of —	25 (c)	22
DISTRICT GAZETTES—		
Causes of departmental dismissals not to be published in —	600 (c)	312
Consolidated "A" list to be published in — once a year	179 (9)	117
Notices to —	600	312
Period of retention of —	Appendix.	429
Signing of notices published in —	600 (a)	312
DISTRICT MAGISTRATE—		
Administration report to be forwarded through the —	212	145
Correspondence regarding changes in the interior economy of the district to be submitted through the —	594 (a)	310
may sanction the prosecution of Inspectors	291	194
Orderlies allowed for —	67 (a)	53
Powers of — to review orders on Referred Charge Sheets	138 (f)	98

	Order.	Page.
DISTRICT MAGISTRATE—cont.		
Prosecution of heads of village to be sanctioned by —	126	87
Results of police investigation into Railway accidents to be reported to the —	97 (14)	80
Rewards that can be sanctioned by the —	465 & 466	258
Superintendents to bring to the notice of the — any charge of torture, &c., against the Police	12 (h)	4
to be informed of all matters relating to the well-being of the district from a Police aspect and of the course of crime	12 (d)	3
Weekly Reports to be sent through the —	12 (c) (18)	8
DISTRICT OFFICE—		
Books, registers, &c., kept in —	Appendix.	410
Custody of cash chest of —	406-408	238
Establishment of —	486	245
Management of —	8	1
See also 'Head-quarter Office.'		
DISTRICT PAY ABSTRACTS—		
See 'Pay Abstracts.'		
DISTURBANCE OF THE PEACE—		
See 'Breach of the Peace.'		
DISTRICT SCHOOL—		
See 'School of Instruction.'		
DIVISION(S)—		
Definition of Police —	5	1
Disbursement of pay in —	440	248
Head-quarters of —	9	1
Inspectors of frontier and adjacent — Meetings of —	14 (i) 25 (e)	13, 22
Offences committed near boundaries of —, where to be registered	203	142
Pay of men transferred from one — to another — how drawn	455	254
DIVISION INSPECTORS—		
See 'Inspectors.'		
DIVISIONAL MAGISTRATES—		
Arrest report to be sent to —	181	110
Dangerous lunatics to be sent to —	178 (a)	115
Inspectors to wait on —	14 (h),	18
	Note 1.	
Orderlies allowed for —	67 (a)	53
Powers of — to review orders on Referred Charge Sheets	138 (f)	98
Report of arrest of lunatics to be sent to —	178 (a)	115
Use of fire-arms in suppressing a riot or in self-defence to be reported to the —	240-A	168
DIVISION PAY BILL—		
See 'Pay Abstracts.'		
DOCKETS—		
All letters to have —	579	307
When — may be substituted for letters	578	307
DOCUMENTS—		
accompanying division pay bill	439	247
accompanying district pay bill (duplicate)	444	250
accompanying district pay bill (original)	443	250
Communication of official — to newspapers, &c., prohibited	283 (a)	188
Delivery of copies of —	578-B	307
to accompany applications for pension or gratuity	394	231
to be handed over to relieved Inspectors	321 (a)	202

	Order.	Page.
DOCUMENTS--cont.		
to be submitted when defence of a public officer is asked for at public expense	290	192
What -- to be forwarded to the Accountant-General on completion of work	496 (a)	281
DOGS--		
Destruction of -- found straying	57 (10)	48
D.P.W. WORKS (BUDGET ESTIMATES)--		
See 'Budget Estimates.'		
DRILL--		
Ball practice	253	169
General rules relating to --	245 & 248	167
Guards turning out --	250	168
For reserves	246 (a)	167
For Taluk Police	247	167
DRILL BOOK--		
Instructions regarding drill, &c., given in --	248	167
DRILL INSTRUCTORS--		
Batta for --	417, Note 2.	242
Regimental rank of -- to be noted in pay bill	438 (c) (2)	247
to be employed only in teaching recruits	245, Note.	167
DROWNING--		
Rules of guidance for enquiry into cases of --	141 (iii)	100
DURBAR--		
All officers to attend the Collector's --	278-A	185
DURBAR VEHICLES AND ANIMALS--		
Use of -- by European officials	277 (d)	184
DUTY ROSTER FOR GUARDS	78 (14)	69
DUTY (IES)--		
Beat --	23	20
Detective --	24	21
in cases of extradition (See 'Extradition').		
in municipalities (See 'Municipalities').		
of escorts (See 'Escorts').		
of guards supplied to other departments		
of Inspector-General, Deputy Inspector-General, &c. (See 'Inspector-General, &c.').	81	71
of orderlies (See 'Orderlies').		
of private guards (See 'Private Guards').		
of process service (See 'Processes').		
of Railway Police (See 'Railway Police').		
of Reserves (See 'Reserves').		
of subsidiary guards (See 'Subsidiary Jail Guards').		
of treasure guards (See 'Treasury Guards').		
of village officers (See 'Village Officers').		
of village Police (See 'Village Police').		
Rosters	23 & 77 (f)	20 & 66
under Special and Local Laws (See 'Acts').		
Undertaking of new -- by the Police	36	29
E		
ELECTION CERTIFICATE--		
to accompany applications for pension. Rules regarding --	394 (ii)	234

	Order.	Page.
ELEPHANTS—		
Establishment allowed for —	178 (7)	264
Keep of— Rules relating to, and charges allowed for —	478	263
of Government — not to be allowed to be used in religious processions.	478 (8)	265
EMBARKATION—		
Date of — of officers to be reported to the Assistant Inspector-General.	367	221
Embarking and disembarking expenses to be recovered on travelling allowance bills	482 (5)	275
EMIGRATION ACT, XXI OF 1883—		
Powers of the Police under the —	47-A	37
ENCLOSURES—		
A list of — to be forwarded with letters	586	309
to be numbered before despatch in order of date	585 & 587	309
ENLISTMENT(s)—		
after dismissal	244	166
after resignation	242 & 243	165
Age for —	233 (b)	162
Applicants to be examined by a Medical Officer before —	231	161
Heir to be named by each man on —	233 (c)	162
Men to be personally inspected by Superintendent or Assistant Superintendent before —	233 (a)	162
of deserters	341	211
of constables and head constables	231-238	161
of European head constables	239	164
of Inspectors	240	164
of local races	234	162
of men, not natives of the province, deprecated	235	163
of Military pensioners	241-A	164
of undersized or overaged men	233 (b), 238	162 & 164
Qualification for — as head constables and constables	232	161
Return of — sanctioned by the Deputy Inspector-General	233 (b)	162
ENLISTMENT BOOK—		
Particulars of men enlisted to be entered in the —	233 (c)	162
ERASURES—		
in cash-book not permitted	415	240
not to be made in records	610	318
ESCORT(s)—		
arriving in Madras to report themselves to the Commissioner of Police.	72 (d)	56
Constables of the — to be under the orders of the station-house officer of the place of their halting	75 (l)	64
Escort officer to sign a receipt for the money	73 (b)	57
forbidden to take private money	72 (f)	56
General rules relating to —	72	56
of convicts.—Railway Police to assist the District Police in the —	112	84
of criminal gangs	189 (c),	131
	Note.	
of female prisoners	75 (i) 13	63
Officers commanding — to be furnished with a passport	72 (g)	57
of British soldiers in custody of the Civil Power	75,	61
	Footnote.	
of Ex-military British convicts	75,	61
	Footnote.	
of His Excellency the Governor by Superintendent or Assistant Superintendent	12 (q)	9
of lunatics to an asylum	178, Note 3	116
of prisoners	75	61

	Order.	Page.
EsCoRT(s)—cont.		
of treasure—Instructions regarding —	73	57
of vagrants	65 (j) & (m)	52
Police — when to be furnished to postal remittances	73 (k)	60
Relief of —	72(a), 73(h)	56, 59
requiring leave, &c., in Madras to apply to the Commissioner of Police.	72 (e)	56
Strength of treasure —	74	60
Travelling allowance for officers on — duty	479 (6)	267
with troops.—Instructions relating to —	76	65
ESTABLISHMENT—		
allowed for elephants	478 (7)	264
of District and Sub-division offices	486	245
Pay of Head-quarter office — how drawn	488 (a), Note.	246
ESTABLISHMENT LIST—		
Annual — to be sent to the Accountant-General	487	245
ESTIMATE(s)—		
A covering letter with certain particulars to accompany every — ...	489 (2)	279
Alterations in sanctioned — not to be made without sanction	493	281
Amounts of — to be in round sum	490 (3)	279
for construction of stations and huts.—Rules regarding the prepa- ration of —	489 & 490	279
for departmental repairs	489 (2) (iii)	279
Powers of Superintendent and Inspector-General to sanction — ...	488	278
Preparation of — by the Public Works Department	484 (2)	276
See also 'Detailed Estimates.'		
ESTIMATION OF STOLEN PROPERTY	196	137
EURASIANS AND EUROPEANS—		
Head constables to pass a separate examination in the vernacular ...	225	159
EUROPEAN(s)—		
Deaths of — Police officers to be reported	432 (b)	245
Destitute sick — to be taken to Government hospitals	71	55
Distribution of — agency desirable	18 (f)	10
Police officers to be employed for arrest, &c., of vagrants	65 (b) & (j)	51 & 52
EUROPEAN HEAD CONSTABLES—		
Appointment of —	239	164
Indent for boots for —, measurement and sketch to be given	528 (b)	201
Natives not to act for —	330, Note	205
Pay of —. Scale of —	417	241
Roll for the confirmation of —	239	164
Superintendent's power to punish —	336-A	210
to pass a separate examination in the vernacular	225	159
Uniform for —	266	176
EUROPEAN POLICE OFFICERS—		
Deaths of — to be reported	432 (b)	245
EUROPEAN PUBLIC SERVANTS—		
Rules regarding the pecuniary transactions of —	272	182
See also 'Public Servants.'		
EUROPEAN SOLDIERS—		
only to be employed as European head constables	289	164

	Order.	Page.
EVIDENCE—		
Confession made to a Police officer not admissible in —	168 (a)	111
Defence —. Examination of —	146	105
required for identification of persons	171	113
EXAMINATION(s)—		
Chemico-Legal —	143	101
Departmental— for probationers	215 (5)	150, 152
in Law	(xi) & (6).	
in vernacular languages for probationers	215 (6)	152
in vernacular for European and Eurasian Inspectors	215 (6)	152
of carbines	220	159
of Chief Office stores	574	305
of clothing	562	301
of constables	532	292
of dead bodies	228 & 229	160
of defence evidence	140-142	98
of District office stores	146	105
of division pay bill in District office	563-567	301
of recruits	441	248
of tents	237 (d) to (f).	163
of the ledgers for stationery, &c., by Superintendents	477	260
Post-mortem —. Duties of the Police in connection with —	550 (a)	297
Quarterly — in signalling	140 (d)	99
Regulations for admission to the Indian Police Force through a competitive —	623 (d)	323
Do. do. do through local competitive —	215 (5)	148
	215 (16) to (22).	154
EXECUTION—		
of distress warrants of municipalities	77 (e)	66
of orders of fines imposed by Magistrates	68 (c)	54
of processes in cantonments	68 (b) & 66 (d) & (e).	54
of warrants.—Procedure relating to —	162	110
Points to be attended to in the — of distress warrants	195	136
EXHIBITS—		
Duties of station-house officers in connection with the Salt and Abkâri —	30	32
EXHUMATION—		
of dead bodies.—Police not authorized to make	140 (a)	98
EXPENDITURE—		
Charges under contingent —	464	256
EXPLOSIVES ACT, IV of 1884—		
Rules under the —	47-B	38
EXPRESS REPORTS—		
in cases of grave crime	21 (a)	18
not to be carried by constables	481 (c)	273
to be sent by station-house officers in cases of house-breaking for loss of property over Rs. 100	132 (c)	93
EXTORTION—		
Cases of alleged — to be enquired into personally by Superintendent or his Assistant	12 (h)	4

	Order.	Page.
EXTRADITION—		
Arrests in foreign territory under —	50 (d)	42
Execution of — processes in Mysore	48 (b)	39
Extent of —	48 (a)	39
law governing Ceylon	49	39
of offenders who have fled from justice out of British India into Native States	50 (d)	42
Procedure relating to — between the French Settlements, Portuguese Governments and the Hyderabad State and British districts ...	50 (a) & (b)	40
F		
FACSIMILE SIGNATURE STAMPS—		
Use of — in letters forbidden	58 ²	308
FAIRS AND FESTIVALS—		
Arrangements to be made by the Police in connection with — ...	55 (b)	45
Daily allowance to Police employed during —, how affected ...	512-A	285
Duties of the Police in connection with —	55 (b)	45
Instructions for the management of large festivals	628	330
No special report on — is required	55, Note.	45
Persons licensed under the Arms Act not to go armed to — ...	43 (c)	33
See also 'Feasts.'		
FALSE CASES—		
Procedure relating to —	138 (a) to (d).	97
When complaints can be referred by the Police as —	128	89
See also 'Referred Cases' and 'Cases.'		
FEASTS—		
A list of — to be kept	628	330
Presence of the Deputy Inspector-General when required during —	11(g)	3
See also 'Fairs and Festivals.'		
FEEs—		
of pleader in cases of defence or prosecution at the charge of the State.	289	191
FEMALES—		
Applications for certificates of age of —	143-A	102
Convicted — of a gang to be also registered	189 (a)	128
FEVERISH TRACTS—		
Special allowances for —	418	242
FILED—		
Meaning of — as used in correspondence	608 (7)	314
FINES—		
Heavy -- not to be inflicted	336	210
how entered in the Monthly Return	445 (11)	251
not to be imposed on clerks	336-B	210
Police not to collect — imposed by Magistrates	68 (c)	54
Police officers sentenced to — only need not be dismissed	346 (b)	214
Powers of Superintendents and Assistant Superintendents as regards punishment by —	336 & 336-A.	210
Rules regarding punishments by —	336 to 336-B.	210

	Order.	Page.
FINGER-PRINT—		
of persons selected for enlistment	233 (d)	163
to be recorded in service books	387 (b), 388 (c).	226 & 227
to be recorded in pension application	391	232
FIRE—		
Enquiry in cases of buildings destroyed by —	505	283
Protection of public buildings from —. Precautions for —	513	285
Report to be submitted in cases of buildings destroyed by —	505	283
FIRE-ARMS—		
Rules for using — to disperse riotous assemblies	249	167
Use of — by jail guards when justifiable	80 (c)	70
Use of — in suppressing a riot or in self-defence to be reported to the Divisional Magistrate	249-A	168
See also 'Carbines.'		
FIRING EXERCISES—		
See 'Ball Practice.'		
FOLDING OF PAPERS—		
Rules regarding —	587	309
FOREIGNERS—		
Information of — concerned in grave crime to be reported to the Assistant with the Government	191 (c)	133
Meaning of the term —	181 (3)(c)	119
not to be given passport permits	191 (b)	133
Register of wandering — to be kept	191 (d) (2)	133
Rules for maintaining surveillance over —	191 (a)	132
Rules for reporting and registering the movements of —	191 (d)	133
Ryots and tradesmen to be warned against accepting false coins from —	192	134
Treatment of Baluchi and other gangs of —	191 (a) & 192.	132 & 134
FOREIGN PRISONERS—		
Transfer of —	184-A	125
FOREIGN WARRANTS—		
Rules to be observed in the issue of —	49 (1) (a)	39
FOREIGN TERRITORY—		
Arrests in —	157	109
Offences committed in —	207	144
FOREST ACT V OF 1882—		
Duties of the Police under the —	51	43
FORFEITURE OF PAST SERVICE—		
What sort of cases entails —	374	223
What sort of cases does not entail —	375	223
FORFEITURE OF PAY—		
on dismissal	419	242
FORGERY OF STAMPS—		
Superintendents to report to the Inspector-General any instance of —	152	108
FRENCH COURTS—		
Summonses issued by —. Rule regarding service of —	68 (a), Note 2.	53
FRENCH SETTLEMENTS—		
Procedure relating to extradition as regards —	50 (a)	40

	Order.	Page.
FROGS OF BELTS— to be tested by Store Inspectors	576	306
FRONTIER DIVISIONS OR DISTRICTS— Police officers of — to meet as frequently as possible	25 (c)	22
FULL DRESS (FOR SUPERIOR OFFICERS)	260	172
FUMIGATION	620	322
FUNDS— not to be transferred from Public Works Department grant to Police grant, &c.	433, Note.	276
FURLOUGH— See 'Leave.'		
FURNITURE— Allotment of — for station-houses	434 (2)	256
Charges for conveyance of office — when on tour of inspection not allowed	81 (b), Note.	26
Powers of Superintendents to sanction —	459	255
G		
GAMBLING HOUSES— Powers of the Police regarding —	57 (6 to 9) and 153.	47 & 108
GANGS— Foreign — (See 'Foreigners'). Inspector's Register of —, Check with the District Gang Register of— Movements of — when and to whom to be reported Movements of criminal — to be watched out of view Register of criminal — See also 'Criminal Gangs.'	189 (d) 189 (a) 189 189-A 189	131 128 128 132 123
GANG ROBBERY— See under 'Dacoity.'		
GAZETTES— Notices to the District — Period of retention of — Police — file to be kept by Inspectors	600 Appendix. 14 (f) (3)	312 425 14
GAZETTED HOLIDAYS— When — can be prefixed to privilege leave	357	219
GAZETTED OFFICERS— Grant of leave to — how and where to make over charge of an office Monthly salaries of —, how drawn not to give over charge without orders Reports of relinquishing and resuming charge of office to be sent by —. Rewards to — for passing a colloquial examination in the Khond language Rules relating to the conduct of — as regards landholding, receiving addresses, &c. to make known their addresses while on leave to report to the Deputy Inspector-General on joining or leaving district. to report themselves in person to the Assistant Inspector-General on arrival at Madras	361 318 (b) 425 318 319 215-A 269, &c. 366 320 313 (a)	220 202 244 202 202 158 179 221 202 200

	Order.	Page.
GAZETTED OFFICERS—cont.		
to report to the Chief Secretary their arrival at, and departure from, the head-quarters of Government	313 (a)	200
when employed in daily duty to appear in uniform	257	171
See also 'Public Servants.'		
GENERAL POLICE DISTRICT—		
Powers of the Police extended to the —	25	22
GHAT TALAIYARIS—		
Pay Bills of —, Audit of —	448-A	252
GOA—		
Extradition to and from —	50 (b) (2)	42
GOOD-CONDUCT—		
Entries of — in small service books when and by whom to be made ...	21 (c) & Note 2.	19
Grant of — stripes and allowances to be entered in the District Order Book	335 (iv-7)	209
Interruptions of —	335 (iii)	208
Periods of uninterrupted — for wiping off of black marks	334 (vi)	207
GOOD-CONDUCT ALLOWANCES—		
not to be drawn while in charge of a station	424 (b)	244
Number of — in a district	335 (iv-1)	208
to be treated as personal allowances	335 (iv-5)	209
when to be granted	335 (iv)	208
GOOD-CONDUCT STRIPES—		
Entries relating to — of constables to be made by Inspectors	335 (vi)	209
when and how to be awarded	335 (ii)	208
GOOD SERVICE—		
A constable after three years' — entitled to transfer to another district, entries where to be recorded and by whom	316 (a)	201
Powers of superior officers for the award of — entries	335 (vi)	209
Procedure when an Inspector considers any subordinate deserving of a — entry	335 (v)	209
Promotions for — to be published in the Police Gazette	335 (v)	208
Rewards for —	331, Note 466	205
When — entries to be awarded	335 (i)	207
GOVERNMENT PLFADER—		
Fees to — for defence	290	192
Services of — to be secured through Collector in districts	290, Note.	194
GOVERNMENT PROMISSORY NOTES—		
to be accepted as security from Office Inspectors	17 (b)	16
GOVERNMENT SERVANTS—		
See 'Public Servants.'		
GOVERNOR—		
Superintendent or Assistant Superintendent to escort His Excellency the —	12 (g)	9
GRAIN—		
Purchase of — by Police officers from heads of villages prohibited ..	271	182
GRATUITIES—		
Applications for — Preparation of —	390-393	232-3
Discharge of applicants for invalid —	381	224
Documents to accompany applications for —	394	234

	Order.	Page.
GRATUITIES—cont.		
Finger-print impressions not necessary in the case of applicants for —	391	232
Payment of —	397	235
Scale of —	370	222
GRAVE CRIME(s) —		
Crime and Occurrence report in — to be sent direct to Superintendent or Assistant Superintendent	132 (c)	93
Inspectors to proceed instantly to the scene of —	14 (g)	13
Notices in — (See 'Notices').		
Register of — to be kept by Superintendents and Assistant Superintendents	12 (o) (12)	8
Scene of — to be visited by Assistant Superintendents	13 (g)	10
Use of the telegraph for reporting cases of —	13 (e)	10
Use of the telegraph for communicating to neighbouring Police Stations and the Railway Police	133	94
What — in the Sub-division to be reported to Superintendent by telegraph	133-A	94
See also 'Cases' and 'Notices of Crime.'	132(c), Note.	94
GROUPED OFFENCES—		
Classes of offences to be shown in groups in the ledger	209	144
GUARD(S)—		
Cost of private — how recovered	446	252
Duties of head constables in charge of —	78 (11)	68
Duty of Police — on attempts of prisoners to escape	80 (b)	70
Emergent applications for —	81 (c)	71
General rules regarding the duties, &c., of —	78	67
how shown in the Monthly Return	445(4)&(5)	251
Neglect of — duty	78 (18) & (19).	69
Private —. Sanction of and rates of charge for —	82	71
Receipts on account of — supplied to be credited to Government	401	237
Sanction of the Inspector-General to be obtained for employing men on — duty in excess of the sanctioned strength	445 (5)	251
Sentry book to be maintained	78 (10)	68
Sub-jail — Rules relating to —	80 (a)	70
Supply of — to the Public Works Department	81 (d)	71
supplied to other departments	81	71
Temporary — to other departments not to be charged for	81 (a)	71
Treasury — Strength and duties of —	79	69
turning out	230	168
See also 'Private Guards' and 'Treasury Guards.'		
H		
HANDCUFFS—		
Scale of — for each district	540 (a)	294
to be used when escorting convicts to port of embarkation	75 (e)	61
to be provided by relieving guards	169, Note 1.	112
Use of — for prisoners	169	112
What portion to be retained in district stores	540, Note.	295
When — to be imposed on unconvicted persons	169 (a)	112
HANDCUFFS AND KEYS—		
to be shown separately in quarterly lists and annual returns	540 (b)	294
HANDCUFFING—		
of under-trial prisoners, Entry of cases of — in a register	169, Note 2.	113

	Order.	Page.
HANDCUFFING— cont.		
Reasons for — in bailable offences to be noted in the station-house report	169 (c)	113
to be noted in the Charge Sheet, Crime Register and station-house report	169 (b)	113
HANGING—		
Rules for enquiring into cases of deaths by —	141 (ii)	100
Haversacks—		
Supply of —	541 (A)	295
HEAD CONSTABLE(S)---		
Acting allowance to — acting in Inspector's grade	327 (b)	204
Books to be kept by —	21 (c)	19
Casualties among first-grade — to be reported	432 (a)	245
Confidential register of — to be kept by Superintendents	12 (i)	4
Dismissal of —	345	212
Duties of —	21	18
Duties of — in charge of treasury and sub-jail guards	79 & 80	69
Enlistment of —	231-233	161
European — (See 'European Head Constables').		
No acting appointments to be made in the grade of —	421 (a)	242
Powers of — under the different Acts — (See 'Acts').		
Promotions of — Procedure relating to —	329 & 330	205
Rates of rent for huts of —	512 (a)	285
Reduction and dismissal of —	345	212
Reinstatement of — from suspension	343	212
Rules relating to travelling allowances of —	479	265
Rules relating to the personal conduct of — (Landholding, &c.) — See 'Public Servants.'		
Scale of pay of —	417	241
Suspension of —. Procedure relating to —	342 (b)	211
to be addressed in the honorific plural	21 (d)	19
to be allowed seats when conducting cases in courts	21 (d)	19
to proceed at once to the scene of crime	21 (a)	18
to be provided with small service books	21 (c)	19
to be provided with station-house officer's manual	21 (c)	19
to report any outbreak of cholera	21 (b)	19
Transfer of —. Rules regarding —	315-317	201
under the rank of first-grade not to conduct the prosecution of a case.	144	102
Uniform for —	267	177
Vacancies in the grade of — in the Head-quarter and Sub-division offices how to be filled up	232 (c)	162
when to be appointed to the charge of divisions	241	164
HEAD OF VILLAGE—		
See 'Village Officers.'		
HEAD-QUARTER INSPECTOR—		
Position and duties of the —	8 & 15	1 & 15
responsible for the destruction of important or useful papers	612	319
not to have any relations employed in the Police department in their districts	232 (d)	162
to arrange for relief of escorts, in the absence of the Superintendent	73 (h)	59
to open covers not addressed to Superintendents by name	596 (b)	311
Permanent advance funds to be examined by the — during the absence of superior officers	462	256
Security from the —	17 (a)	16
See also 'Managers.'		

	Order.	Page.
HEAD-QUARTERS OFFICE—		
Books, registers, &c., kept in - - - - -	Appendix.	410
Inspectors, &c., of other divisions to report arrivals and departures at -	313 (b)	200
List of huts to be kept in - - - - -	501 (a)	282
Pay of - establishments, how drawn - - - - -	438 (a), Note.	246
Periodical returns from and to - - - - -	Appendix.	416
HEAD-QUARTERS--		
Charge of an office must be made over at - - - - -	318 (b)	202
Gazetted officers to report arrival at, and departure from - of Govern- ment office - - - - -	313 (a)	200
of Divisional Inspector - - - - -	9	1
of Superintendent - - - - -	8	1
HEIRS—		
Names of registered - of deceased pensioners to be reported - - -	398	235
Pay due to a deceased officer to be paid to his registered legal - - -	431	244
Recruits to name their - on enlistment - - - - -	233 (c)	162
HIGHWAY—		
Meaning of the term - - - - -	205, Note 1.	143
Robberies of His Majesty's Mails to be reported to the Inspector- General - - - - -	12 (o)	8
HILL POLICE—		
Service ammunition for - - - - -	547 (b)	297
Uniform for - - - - -	268	178
HILL STATIONS —		
See 'Hill Police.'		
HINDU WOMEN—		
Talis not to be removed from - - - - -	194 (a)	136
HORSE(S)—		
Cost of conveyance of - when admissible - - - - -	479 (5)	266
Certificates - - - - -	138 (c) (7)	247
License taxes on - kept by Policemen - - - - -	464 (7)	257
Standard - to be maintained by officers - - - - -	13-A	11
HORSE ALLOWANCE -		
for Inspectors - - - - -	422	243
when inadmissible - - - - -	422	243
Purchase of - by Inspectors and Sub-Inspectors - - - - -	14 (h), Note 3.	13
HOSPITAL—		
In-patient constables not to leave - without permission - - -	350 (b), Note 3.	217
Men sick in - must pay rent for huts - - - - -	512 (d)	285
Passports to men proceeding to - - - - -	350 (b), Note 3.	217
Remittance of pay for men sick in - - - - -	453	254
HOSPITAL BOOK—		
How and where to be kept - - - - -	350 (b), Note 2.	217
HOSPITAL CHARGES—		
Accommodation available in the General Hospital on payment of - - -	237 (a)	196
Monthly statement of - to accompany district contingent bill - - -	458-A	255

	Order.	Page.
HOSPITAL LEAVE-- See 'Leave.'		
HOUSES OF BAD REPUTE-- Inspectors responsible for correct information regarding—	190	132
Meaning of the term --	181 (2)	118
HUE-AND-GRY CIRCULAR-- when to be sent	129 (d)	91
HUTS--		
Construction of--	190	279
Double rent for — when to be recovered	501 (b)	283
List of — to be kept in the head-quarter office	501 (a)	282
Maximum average cost of head constables' and constables' -- .. .	190, Note.	280
Memorandum of — Inspectors to submit a —	501 (c)	283
Men under suspension to pay rent of - -	512 (d)	285
Occupation of and petty repairs to —	501	282
Rent of — when to be paid by men leaving their division to join the school at head-quarters	512 (e)	285
Rules regarding the preparation of estimates for the construction of —	190	279
Scale of rent of - -	512	285
Trifling repairs to — by whom to be executed	502	283
See also 'Buildings.'		
HUTTING AND BUILDING--		
Ledger for —	198	282
Progress reports for —	195	281
HYDERABAD CONTINGENT -		
Recruiting for the —	622	322
HYDERABAD STATE--		
Procedure relating to extradition as regards the —	50 (b)	41
I		
IDENTIFICATION--		
Evidence required for — of persons	171	113
Marks of — of Government arms	43 (i)	34
Marks of — of recruits to be entered in the "Enlistment Register" ...	283 (c)	162
of pensioners	397	235
of persons from the description given by witnesses	171 (b)	114
P. O. regarding evidence required for — of persons to be placarded in station-house	616 (f)	321
Rule regarding the — of property	199	138
INDEBTEDNESS--		
of public servants	282	187
INDENTS--		
Acknowledgment of — received at head-quarters	528 (a), Note.	291
Check register of —	516-A	287
Due date of —	Appendix.	419
for accoutrements	539	294
for arms and ammunition	544 & 545	295
for boots	528 (b)	291
for clothing, when due	530	292
for hospital furniture, &c., costing more than Rs. 25 to be forwarded to the Chief Office	464 (5)	257
for sandals	528 (b)	291

	Order.	Page.
INDENTS—cont.		
for stationery	553	298
for stores to be submitted separately	522	288
for requirements of Police hospitals	553 (e)	200
from Superintendents for stores	518 (1)	288
Occasional — for articles required	523	288
on the Secretary of State for candidates to be obtained from England		
for the Police Department	215 (3)	148
to replace articles carelessly lost	523	288
INDEX—		
Form of — for the register of known depredators	183 (d)	124
What papers to be indexed	608 (19)	316
INDEX Book(s)—		
to the Constabulary Register, how kept	388 (f)	228
to last for five years	608 (19)	316
IN-PATIENT POLICE CONSTABLES—		
not to leave hospital without permission	350 (b), Note 3.	217
INSOLVENCY—		
Officers removed from service for — not eligible for re-employment	282 (g)	188
Subsistence allowance to Government servants having recourse to —	282 (f)	188
Suspension of Government servants having recourse to —	282 (e)	188
INSPECTION—		
Diaries how to be sent when officers are on tour of —	12 (k), Note	5
How — is to be carried on	31 (a)	25
not to take place on Sundays or other sanctioned holidays	31 (a), Note 2.	26
of kit — Rules relating to —	33	27
of kit to be held to check condition of clothing, &c.	538	294
of places of public resort and entertainment	627	320
of premises licensed under the Arms Act	43 (d)	33
of Post office records	148	106
of records of Criminal Courts	149	107
Records to be carried on tours of —	31 (b), Note	26
report of divisions	31 (d)	26
report of stations	31 (d)	26
reports to be sent as enclosures with Weekly Reports	31 (d), Note 1.	26
reports where to be filed	31 (d), Note 2.	26
Retention of reports of —	31 (d), Note 2.	26
Rules relating to the — of stations	31	25
Scope of the — by the Inspector-General and Deputy Inspector-General explained	31 (a), Note 3.	26
Station — report to be exchanged between Superintendent and his Assistant	31 (c)	26
INSPECTORS—		
Acting allowance of — when liable to forfeiture	325	204
Annual Report on —	12 (f)	5
Candidates for appointments of — to be interviewed by the Inspector-General	240 (a)	164
Casualties among — to be reported	432 (a)	245
Confidential register of —	12 (i)	4
Confidential reports on —	12 (j)	5
Contingent bills of —	464 (4)	267

	Order.	Page.
INSPECTORS—cont.		
Crime abstracts of —	204	142
Crime register of —	14 (j) (1)	13
Defaulter sheets to be kept by — Instructions regarding —	14 (j) (2)	14
Diaries of —	14 (k)	14
Dismissal of —	344	212
Duties of Divisional —	14	11
Duties of — regarding the preparation and submission of pay bills	438	246
Employment of — in other departments	309	190
Enlistment of —	240	164
General duties of —	5	1
Head-quarters of —	9	1
Horse allowance for —	422	243
Instruction of — (See 'Instruction of Inspectors').		
not removeable from office without sanction of Government	201	194
not to inflict punishment on subordinate officers	308 (b)	190
not to supervise two divisions	14 (l)	15
of adjacent divisions in the same district to meet once in four months.	14 (i)	13
of frontier divisions to meet — of adjacent taluks in neighbouring districts	25 (c)	22
Pay of — Scale of —	417	211
Personal conduct of — (See 'Public Servants').		
Police Gazette file to be kept by —	14 (j) (3)	14
Promotions of — Procedure relating to —	326	201
Prosecution of —	291	191
Purchase of cast horses by—, Orders regarding —	14 (h), Note 3.	13
Qualification of — for the post of Tahsildars	307	189
Quarterly reports on —	255 (b)	169
Records of — Period of retention of —	Appendix.	425
Records to be kept by —	Do.	415
Reduction and dismissal of — Procedure relating to —	344	212
Reinstatement of — from suspension	313	212
responsible for the accuracy of the quarterly abstracts of crime of stations	204, Note 1.	143
Returns to be sent by —	Appendix.	422
Rewards to — for passing in the Khond language	220-A	159
Strength of stations to be given in the first day's diary of — in each month	14 (k), Note 2.	15
Suspension of —	342 (a)	211
Things to be handed over by — on relief	321 (a)	202
to become personally acquainted with suspicious characters	14 (d)	12
to be provided with maps of their taluks	14 (d)	12
to check his gang register with the District Gang Register	189 (d)	131
to be supplied with service labels	603, Note.	312
to correspond direct with Inspectors in Mysore on what matters	594-A	310
to forward their quarterly abstracts of crime to the Head quarter office	201 (b)	142
to keep an account of receipts and expenditure of ammunition in their own hand	572 (a)	304
to keep a register of stores with them and at each station	568	303
to keep separate note books of known depredators and suspects, &c.	14 (j) (4)	14
to maintain a visiting book (in addition to the one kept at each station) for the remarks of superior officers on the state of the division	34 (a)	28
to maintain defaulter sheets	14 (j) (2)	14
to report outbreaks of cholera	14 (j)	12
to prepare quarterly abstracts of crime	204 (a)	142
to visit scenes of grave crime	14 (g)	13
to keep an account of spare books, form and stationery	570 (b)	304
to keep registers of arms, ammunition, &c., in their own hand	568	303
to register in their crime registers all proceedings under the Security sections	14 (j)	13

	Order.	Page
INSPECTORS—cont.		
Transfer of —	314	201
Travelling allowance of — Rules relating to —	479	265
Travelling diary for —	14 (d) and Appendix.	12
	264 & 265	415
Uniform for —	34 (a)	28
Visiting book to be kept by —	14 (k),	15
Writers allowed for —	Note 1.	
INSPECTOR-GENERAL—		
General duties of the —	1 & 7	1
Letters to the —, how to be addressed	592 & 593	309 & 310
Powers of the —	10	2
Powers of sanction of the — in regard to departmental works	488	278
Powers of the — to sanction rewards	465	258
Powers of the — under the fifty-five years' rule	384	225
Rules regarding landholding, &c., of the — (See 'Public Servants').		
Sessions Judgments to be submitted to the —	12 (v) (18)	8
Special letters to be used for matters requiring the sanction of — ...	581	308
Special reports to be submitted to the — in cases of robberies of His Majesty's Mails	12 (u), (y), Note.	8
to countersign plans and estimates of works to be executed by Public Works Department	484 (2)	270
Weekly Reports to the —, in what cases to be submitted	12 (n) 13	8
INSTRUCTION—		
in musketry practice	252	169
of constables	227	160
of Inspectors	254 & 255	169
INSTRUCTION OF INSPECTORS—		
Period and training of probationary Inspectors	254 & 255	169
Probationary Inspectors to ask advice on matters of doubt in their diaries	255 (a)	169
Progress of probationary Inspectors to be reported	255 (b)	169
INTOXICATING DRUGS—		
Abkari Act in force as regards — prepared from the hemp plant ...	40	32
INVALID PENSION—		
Medical Certificate for — See ('Medical Certificate').		
INVESTIGATION—		
Examination of defence evidence for Police — under Chapter XIV,		
Criminal Procedure Code	146	105
into cases of unnatural or sudden deaths	141	99
into Railway accidents	97	76
not to be entered on without orders in cases of non-cognizable offences involving Police officers	292 (b)	194
on receipt of complaint	128	89
Officer engaged in — not to prosecute	144	102
When an — is held to be completed	128, Note 3.	91
See also 'Cases.'		
INVESTIGATIONS BY THE POLICE UNDER SECTION 174, Cr.P.C.—		
Police to arrange for — in cases of deaths on Railways	142	100
Procedure relating to —	140 & 141	98
INVESTIGATION REPORTS—		
Instructions regarding —	140 (e)	99
Filing of — in cases of murder or culpable homicide	G12, Note.	319

	Order.	Page.
ITINERARY REGISTER—		
Itineration of Superintendent or Assistant Superintendent to be recorded in the —	32	27
how to be posted up, &c.	32	27
ITINERARY REPORT—		
of Inspectors	32	27
ITINERATION—		
of Superintendent or Assistant Superintendent — to be recorded in the Itinerary Register	32	27
J		
JAIL(s)—		
Cases of suicide in — to be reported	140 (g), Note 1.	99
Criminal lunatics to be confined in sub-jails or district jails	178 (d)	116
Date of release of convicts from — to be entered in the Conviction Register	182 (b), Note 2.	119
List of convicts to be released from — to be sent by Jail Superintendents	185	126
Procedure relating to escort of prisoners to a —	75 (a) & (b).	61
Rules for the superintendence and management of sub-jails	80 (a)	70
JAIL GUARDS—		
Subsidiary -- Rules relating to --	80	70
JAIL REPORTS —		
of released prisoners — Superintendents to be informed of --	185	126
JUDGMENTS—		
Copy of — in Criminal cases against Government officers, to be supplied to heads of departments free of charge	347, Note.	214
Printed copies of — of all Police cases held at sessions to be forwarded monthly to the Deputy Inspector-General of Police	30 (g)	25
Superintendents and Prosecuting Inspectors to be furnished with copies of — free of cost	464 (9)	257
See also ' <i>Sessions Judgments</i> '.		
JURISDICTION—		
How settled when cases occur near the boundary lines of adjacent districts, divisions or stations	203	142
JUVENILES—		
Convicted — of a gang to be also registered	189 (a)	128
discharged from the Reformatory not to be treated as known depredators	183 (a), Note 3.	121
Fact of — being ordered to be detained in the Reformatory to be communicated to the stations whence the prisoners come	183 (a), Note 3.	121
K		
KHOND LANGUAGE—		
Rewards for passing in the —	215-A, 220-A	158 159
KIT(s)—		
Recruits to be supplied with — on enlistment	537	293

	Order.	Page.
KIT INSPECTION—		
Rules relating to —	33	27
to be held to check condition of clothing, etc.	538	294
KNOWN DEPREATOR(s) —		
Annual return of —	188	128
Difference between — and suspects	184	125
Extract from register to accompany — or suspect on change of residence	184	125
Inspectors to keep a note book containing names of —	14 (j) (4)	14
Movements of — to be reported (by wire, if necessary)	183 (d) (2)	123
Names of — deceased to be removed from the register of —	183 (e) (ii)	124
Number of — and suspects to be shown separately in district administration reports	180 (a)	118
Publication in the Police Gazette of lists of — passed out of view	180 (b)	118
Rules for removing the name of a — from the register	183 (e)	124
Register of — what it should be and how to be kept	183	121
Release of — from jails to be reported by Superintendents of Jails	185	126
when to give security for good behaviour	186	128
Who are included in the term —	181 (3) (a)	119
KNOWN DEPREATORS' REGISTERS—		
Index to be kept for —	183 (d)	124
Inspectors to be held responsible for the correctness of the —	183 (e) (iii)	125
to be examined by Superintendents and Assistant Superintendents annually	187 (b)	128
to be kept confidentially by village magistrates with District Magistrate's sanction	183 (c)	123
KURI OR LOTTERY—		
Police not to join —	301	198
L		
LAND(s)—		
Acquisition of — by public servants in places where employed, prohibited	269 (1)	179
Acquisition of — for public purposes	492	280
Boundaries of all Government — to be demarcated with stones	498, Note.	282
Candidates for appointment to submit a return of — with application. Particulars of — of subordinate officers to be entered in a register in the Head-quarter office	270 (d)	182
Register of landed property of Police officers to be kept in each district	270 (c)	182
Return of — to be attached to service books of Inspectors and first-grade head constables	270 (c)	182
Return of — of gazetted officers to be submitted to the Inspector-General	270 (a)	181
Return of — in the case of Malayali officials	270 (b)	181
Statements of — of constables and of head constables of second and lower grades	270 (c)	182
LANDHOLDING AND COMMERCIAL SPECULATIONS —		
Rules regarding connection of public servants in —	269 & 270	179
LANTERNS, DARK—		
Scale of — for each district	540 (a)	294
LAST PAY CERTIFICATE—		
of Inspectors and first-grade head constables—Points to be noted in the —	429, Note.	244
Period up to which Policemen are clothed to be noted in the — of men on transfer	534	293
when to accompany salary bills	429	244
LEATHER ACCOUTREMENTS—		
Instructions regarding the cleaning of —	575	305

	Order.	Page.
LEAVE—		
Absence without — Punishment for —	338	211
after 55 years of age	351	218
Application for extension of — to a Police officer of another district, how to be made	360	220
Application not necessary for cancellation of unexpired —	369	221
Applications for — from Inspectors, how to be submitted	355	219
Applications for — out of India other than on medical certificate, how to be submitted	359	220
Applications for privilege — when and how to be submitted	356	219
Applications for sick - - how to be submitted	358	219
Casual — (See ' <i>Casual Leave</i> ').		
Clothing to men on — for a period of six months or more	530-A	292
Daily statement of —	363	220
Extract from the district orders to be given to the subordinate Police officers when going on —	365	221
Gazetted officers to apply for — to the Inspector-General	354	219
Gazetted officers to report the date of embarkation or disembarkation to the Assistant Inspector-General	367	221
Gazetted officers to report their addresses to the Assistant Inspector- General while on —	366	221
not availed of within 35 days reckoned as cancelled	364	221
on medical certificate and hospital leave to officers on Rs. 20 or less	350	217
on medical certificate to subordinate officers on pay exceeding Rs. 20.	349 (ii)	216
on private affairs to subordinate officers on pay exceeding Rs. 20	349 (iv)	216
on private affairs to officers on Rs. 20 or less	350 (d)	217
Period of — not reckoned as service	372	223
Privilege — (See ' <i>Privilege Leave</i> ').		
Report of transfer of charges to be made to the Chief Office, when going on or returning from —	368	221
Return to duty within the period of —	367-A	221
Rules regarding applications for —	354 to 360	219
Rules regarding the grant of —	361 to 365	220
Rules regarding the grant of — to subordinate police officers on pay exceeding Rs. 20	349	216
Rules regarding grant of — to superior officers	361	220
Rules relating to — to officers on Rs. 20 or less	363	220
Special — to men in the Agency tracts in Gaujām	350 (h)	218
Taking of — while lent to any other employer or for obtaining other employment	299 (a)	197
to gazetted officers — Notification of — in the <i>Fort Saint George</i> <i>Gazette</i>	361	220
to Inspectors and other officers on pay exceeding Rs. 20 to be published in the Police Gazette	362	220
when sick in hospital or receiving medical aid as an out-door patient... ..	350 (b)	217
When Superintendents may grant — to Inspectors and officers on pay exceeding Rs. 20	362	220
Who may grant — to officers on Rs. 20 or less	363	220
without allowances to subordinate officers on pay exceeding Rs. 20	349 v	216
without pay to officers on Rs. 20 or less	350 (e)	217
Working for other employers during —	299 (a)	197
LEAVE REGISTER—		
to be maintained in the Head-quarter office	363	220
LEDGERS—		
for cognizable cases reported to the Police to be posted up daily	205	143
Crime — what to be entered in —	205	143
for receipts and issues of part-worn clothing	535	293
for receipts and issues of stationery, &c., to be maintained	550 (a)	297
Hutting and building —	498	282
Three crime — to be kept at head-quarters	205	143
of receipts and issues of stores	516	287

	Order.	Page.
LEDGERING OF CRIMES—		
Rules for the —	205 to 209	143
to be made divisionwar	205	143
LEGAL PROCEEDINGS—		
by one department against another	289-A	191
LENDING—		
Money — (See 'Public Servants').		
LEPROSY—		
Retirement of public servants suffering from —	386	225
LETTERS—		
All — to be docketed	579	307
Confidential — how to be despatched	588	309
Covering — not necessary in certain cases	589	309
Instructions to write —	578	307
Paragraphs of all — to be numbered	585	309
Quarter margin to be left for —	578	307
Separate — to be used for separate subjects	581	308
Size of —	578	307
Special — to be sent for matters requiring sanction of the Inspector-General	581	308
to the Inspector-General, how to be addressed	592 & 593	309 & 310
Unpaid — superscribed as on public service to be accepted	595	311
When dockets may be substituted for —	578	307
See also 'Correspondence.'		
LICENSE(s)—		
Register of — under the Arms Act at stations	43 (g)	34
Renewal of — under the Arms Act	43 (g)	34
taxes for horses, &c., kept by Policemen	464 (7)	257
LICENSE (OR REGISTRATION) —		
Government vessels provided for the use of Police officers are exempt from — fees	479 (21)	270
LIQUOR—		
Contraband — to be seized and offenders arrested without warrant	38 (a) (ii)	31
Powers of the Police under the Abkari Act confined to — only	(1). 40	32
Quantity of — the police may pass without permit	38 (d)	31
LIQUOR SHOPS—		
Disorderly — to be reported to Superintendent	38 (c)	31
will be required to be closed in case of a riot in their vicinity	38 (a) (ii)	31
LLOYD'S AGENT—		
Wrecks and shipping casualties to be reported to —	12 (r)	9
LOCAL ALLOWANCES—		
for specially expensive or unhealthy localities	418	242
LOCAL RACERS —		
Enlistment of —	234	162
LOCK-UPS—		
Confinement in — of prisoners charged by the Salt, Abkari and Customs department	75-A	65
Lunatics not to be confined in — except on emergency	178 (c)	116
Prisoners not to be allowed to leave — after nightfall	164 (b)	111
LODGED PAPERS—		
Definition of the term — in correspondence	608 (7)	314

	Order.	Page.
LONG ROLL—		
where and how to be kept	141	248
LOTTERY—		
Police not to join — of any sort	301	198
LUNATICS—		
Arrest of dangerous —	178 (a)	115
Charges on account of non-criminal — by whom to be borne	178 (e), Note 1.	116
Escort in charge of — proceeding to an asylum to be provided with articles of food	178 (e) Note 3.	116
Harmless chronic — not to be sent to lunatic asylums	178 (e), Note 3.	116
Information regarding previous occupation of — to be supplied to medical officers	178 (e), Note 2.	116
Money for expenses to be given when — are made over to the Police for escort	75 (a)	61
not to be confined in lock-ups or sub-jails except on emergency	178 (c)	116
to be confined in sub-jails or district jails according to the stage of enquiry	178 (d)	116
Treatment of —	178 (c)	116
Treatment of — in transit to an asylum	178 (e), Note 3.	116
LUNATIC ASYLUMS ACT—		
Powers and duties of Inspectors and every Police officer under the—...	52	43
M		
MADRAS—		
Control and management of the whole Police of the — City	2	1
Gazetted officers to report to the Assistant Inspector-General on arrival at —	313 (a)	200
Medical attendance in the town of — Rules relating to —	297	196
Scale of pay of Police officers of the — City	417	241
Special arrangements made at — on the 'Danger' and 'Wreck' signals being hoisted	618	321
MAGAZINES—		
Protection and inspection of —	621	322
MAGISTRACY—		
Correspondence with the —	584	309
Relations between the Police and the —	29	24
MAGISTRATE(s)—		
A list of things seized in searches to be sent to — having jurisdiction...	193 (h)	136
All cases to be reported to —	132 (b)	93
Cantonment — (See 'Cantonments').		
Cases not ordinarily to be taken up before — on Sunday	137 (a)	96
Certificate for refund of fines issued by — Police not to deliver —	68 (c)	54
Correspondence of Assistant Superintendents with —	13 (c)	10
District — (See 'District Magistrate').		
Instructions to — for the transmission of substances to the Chemical Examiner in cases of suspected poisoning	143	101
Orderlies sanctioned for —	67 (a)	53
Police not to remove Magistrate's prisoners without orders	167	111
Referred Charge Sheet to be submitted to the — having jurisdiction	138 (a)	97
Sanction of—necessary for criminal prosecutions against Police officers.	291 & 292	194
Sub-Divisional — (See 'Divisional Magistrate').		

	Order.	Page.
MAGISTRATE(s)—cont.		
Superintendent's relation with —	12 (d) to (f)	3
to provide for the safe custody of property in cases on remand or under trial	200 (a)	138
See also 'Magistracy.'		
MAHOUT—		
Duties of the —	478 (7)	264
MAILS —		
Table showing hours of despatch of — to be placarded in the Head-quarter and Sub-division offices	597	311
MAILS (HIS MAJESTY'S)—		
Highway robbery of —, Special reports to be submitted to the Inspector-General	12 (o) (9), Note.	8
MAINTENANCE—		
of destitute travellers, Cost of —	125	87
MANAGER(s)—		
Departmental Test for —	221-A	159
Position and duties of the — of the District Police Office, exactly the same as those assigned to the Head-quarter Inspector	15 (c)	16
Security to be furnished by acting —	17 (a)	16
to certify to the correctness of Inspector's Gang Registers as compared with the District Gang Register	189 (d)	131
See 'Head-quarter Inspector.'		
MAPS—		
Applications for — to be sent through the Assistant Inspector-General, Inspectors to be provided with — of their taluks	552 14 (d)	298 12
MARINI-HENRY RIFLE—		
Annual allotment for practice	546 (b)	296
supplied to what districts	577	306
MEDICAL ATTENDANCE—		
in districts beyond the town of Madras	296	196
in the Nilgiris	297	196
in the town of Madras	297	196
MEDICAL CERTIFICATE—		
Applicants to be discharged on date of the —	381	224
Cause of incapacity to be stated in the —	379 (b)	224
Form of —	379 (a)	224
for sick leave	358	219
Leave on — (See 'Leave').		
Medical officers to give opinion, &c., without any fee	140 (y)	99
of unfitness for further service, who to grant and under what conditions, required only in cases of invalid pensions	377 & 378	224
Rules for the grant of — to the Police relating to the examination of dead bodies	380 (b)	224
Special rules relating to —	140 (f)	99
	380	224
MEDICAL HISTORY SHEET—		
Instructions regarding —	350 (b), Note 1.	217
MEDICINE—		
Gratuitous issue of — to Government servants	298	196
MEETINGS—		
of Superintendents of neighbouring districts	25 (c)	22
of Inspectors of frontier divisions	25 (c)	22
of Inspectors of adjacent divisions	14 (i)	13
Public servants not to take part in public —	283-A	189
MEMORIALS—		
Government servants not to combine together for sending—	280 (a)	186
Instructions relating to —	280	186
Rules relating to —	Appendix	391

	Order.	Page.
MEMORIALS—cont.		
to be submitted through the head of the department	280 (c)	186
See also 'Public Servants.'		
MESSAGES—		
See 'Service Telegrams.'		
MESS UNIFORM—	262	174
METAL BUTTONS—		
to be held part of an officer's accoutrements	543 (a)	295
MILITARY CANTONMENT—		
Proclamations by tom-tom in —	464 (8)	257
Service of processes in —	68 (b), 66 (d) & (e).	54 & 52
See also 'Cantonments'.		
MILITARY COURTS—		
Police aid to —	172	114
MILITARY DESERTERS—		
Rewards for the apprehension of —	471	259
MILITARY OFFICERS—		
in civil employ, when to expect salutes from soldiers	302	198
Police officers not to claim salutes from—	302	198
Police officers to salute European —	251	168
MILITARY PENSIONERS—		
Lists of — to be supplied to Superintendents	241-A	164
Enlistment of —	241-A	164
MINUTES—		
Points to be noted in the preparation of —	345 (e)	213
and records of Assistant Superintendent's office where to be kept ...	345 (b)	212
MISFIRES—		
of revolver cartridges	547-A	297
MISSIONARIES		
entitled to protection from the Police	27 (b)	23
MOBILIZATION—		
Rules regarding — of reserves	37 (c)	29
MONEY—		
All — transactions to be brought to account	400	237
Lending — at interest by public servants to certain persons prohibited.	272 (b)	183
Public— to be kept in cash chests and entered in cash books	407 & 412 (a).	238 & 289
to be given to escort officer for expenses of prisoners escorted ...	75 (a)	61
MONTHLY RETURN—		
Definition of the term —	445	250
Instructions for the preparation of the —	445	250
to accompany district pay bill (duplicate)	444	250
MUHAMMADANS—		
Forms of address used in addressing —	580 (a)	307
MUNICIPALITIES—		
A head constable of the Town Police in—to attend on Municipal Coun-		
cillors on tours of inspection	77 (c)	66
Charge sheets by whom to be prepared in —	136 (a)	96
Duties of the Police in —	77	65
Petty cases how to be registered in —	136 (c)	96
Police in—not to execute distress warrants for arrears of rates and taxes	77 (e)	66
Police in — to work cordially with the Councillors	77 (a)	65
Powers of the Police in — under the Towns Nuisance Act	57	46
Preservation of magazines belonging to —	621	322
System of working the police in—	77 (f)	66
Town Inspector in — to enquire personally into grave cases	77 (d)	66

	Order.	Page.
MUNSHI ALLOWANCE— for passing vernacular examinations	215 (27)	157
MURDER— How cases of — are to be registered when more than one person is murdered at the same time and place	206 (c)	144
Rules for enquiring into cases of —	141(iv)&(v)	100
MUSKETRY INSTRUCTION —	252	169
MUTUAL LOAN ASSOCIATIONS— Inspectors, &c., need not sever connection with—	273	184
MYSORE— Execution of processes in —	48 (b)	39
N		
NATIVE CHIEFS— Acceptance by Government servants of presents from —	276 & 277	184
NATIVE STATES — Correspondence between the Police and the officials of —	594-A	310
NATIVES— not to act for European head constables	330, Note.	205
of Northern India (See 'Foreigners').		
NEWSPAPERS— Connection of public servants with — Rules relating to —	279	185
Procedure to be observed in cases of defamatory attacks of public servants in —	281	187
NOMINAL ROLL— What information to be given in the — of police placarded in station- house	616 (d)	320
NON-COGNIZABLE COMPLAINTS— Reporting of — by the Police	131	93
NON-COGNIZABLE OFFENCE(s)— Ledger for—to be kept in the Head-quarter office	205	143
Procedure in cases of — involving Police officers... ..	292 (b)	194
Procedure for the investigation by the police of a —	128	89
NOTE BOOKS— Custody of —	135 (b)	95
Inspectors to keep separate-containing names of known depredators, &c. of grave crime to be kept by officers	14 (j) 4	14
Points to be noted in —	12 (o) (12)	8
	135 (a)	95
	and (b)	
NOTES (CURRENCY)— Particulars to be given of — when lost	617	321
NOTICE(s)— A board for placarding — to be suspended outside station-houses	616 (b)	320
to District Gazettes, who should sign	600 (a)	312
of crime	129	91
of appeal in cognizable cases filed by private parties	20 (5),	18
of residence or of change of residence, Certificate of —	Note. 183 (d),	124
	Note 3.	
NUISANCE(s)— Towns—Act III of 1889—Powers and duties of the Police under the—.	57	46
Arrests in — cases	156	109
Police to report all — in towns	77 (b)	66
Weavers stretching their warps along the sides of streets, Police not ordinarily to interfere with the practice of —	Footnote to 57 (8)(e)	47
within the railway limits	92, Note 1	75
O		
OCCUPATION— of huts	501	282

	Order.	Page.
OCCURRENCE REPORTS—		
Alleged and real value of stolen property to be recorded in —	196 (a)	137
Searches by heads of villages to be recorded in —	123	87
When to be sent by the Police	132	93
OFFENCE(S)—		
Classes of — to be ledgered in groups	209	144
committed in foreign territory	207	144
Every — to appear in the criminal statistics as finally decided by courts with certain exceptions	202 (e)	142
Superintendents to submit a statement of — against coinage	213	145
See also 'Cases.'		
OFFENDERS—		
Acts of separate — how to be regarded	206 (c), Note.	144
District Police to inform the Railway Police of the absconding —	129-A	92
subject to the Indian Articles of War	160 (a)	110
Procedure in charging old —	145-A	105
OFFICE PAPERS—		
Definition of the term —	608 (2)	314
OFFICIALS—		
See 'Public Servants.'		
OFFICIATING OFFICERS—		
not to introduce changes in the interior economy of the force	12 (a), Note.	3
OPIUM ACT I OF 1878—		
Powers of Police officers under the —	53	43
ORDERS—		
Copies of — issued by Deputy Inspectors-General and Superintendents to be forwarded to the Inspector-General	598 (b)	311
Departmental — not to be communicated to the Press	279, Note.	186
Deputy Inspectors-General and Superintendents not to issue new —, &c.	598 (a)	311
ORDER BOOK—		
Entries in the — to be drafted by Superintendent or Assistant Superintendent	Appendix.	410
Notification of promotions in the —	323 (a)	204
Punishments not to be entered in the —	333 (b), Note.	206
ORDERLIES—		
Applications for — to be made through District Magistrates	67 (d)	53
Duties of — in cantonments	66 (d) & (e)	52
Duties of — of officers proceeding on circuit	67 (e)	53
General rules for the employment of —	66	52
not allowed for Head-quarter Inspectors	67 (b)	53
of officers on inspection — Presents not to be given to —	310	199
Relief of —	67 (f)	53
Scale of — for different officers	67 (a)	53
ORDNANCE DEPARTMENT—		
Forms to be used in transactions with the —	545	296
Requisitions for stores required from the —	545, Note.	296
Stores other than arms and ammunition cannot be obtained from —	544, Note 2.	296
What ammunition to be received by the —	557	300
OVERPAYMENTS—		
from whom recoverable	435	245

	Order.	Page.
P		
PACKING CASES OF STATIONERY—		
Disposal of —	560	300
PASSPORT—		
for men going outside the Presidency	26 (a)	22
not to be given to foreigners	191 (b)	133
to be furnished to constables sent on special duty	28 (a)	22
to be issued to men on special duty when leave is granted	26 (d)	23
to be invariably obtained by men proceeding to hospital	350 (b), Note 3.	217
PASTEUR INSTITUTE—		
Advances to Government servants proceeding to the —	457 (c)	254
Casual leave to Government servants proceeding to the —	353-A	219
Concessions to Government servants proceeding to the —	Appendix.	400
Travelling allowance to Government servants proceeding to the —	479-A	271
PATROL WORK—		
Remarks on —	23, Note 2.	21
PAY—		
Advance of — Rules relating to the grant of —	457	254
Advance of —, when and to whom to be given	457	254
Claims for — when to be preferred	420 (b)	242
Disbursement of —	440	248
due to a deceased officer, when and to whom to be paid	431	244
Last — of a deceased officer to be disbursed on reference to the Chief Office	431, Note.	245
Memorandum of undisbursed — to be sent to the Head-quarter office	440 (b)	248
not to be received direct from companies, &c.	275	184
of deceased officers	431	244
of gazetted officers, how drawn	425	244
of Head-quarter office establishments, how drawn	438 (a), Note.	246
of Inspectors on probation	441 (b)	249
of Inspectors employed in another department, how drawn	309	199
of men discharged	420 (a)	242
of men dismissed	419	242
of men in the District Police School	438 (c) (1)	246
of men sick in hospital	453	254
of men transferred from one division to another, how drawn	455	254
of Police officers on privilege leave, when and how to be drawn	428	244
of temporary establishments, how drawn	442 (e)	250
Refund of undisbursed —	440 (b)	248
Scale of — of subordinate Police officers	417	241
Scale of — of superior officers	215 (1)	147
to be drawn for the day of a man's death	430	244
PAY ABSTRACTS—		
District — Preparation of —	442	249
Division — Dates of drawing and distributing pay to be noted in —	440 (b), Note.	248
Documents accompanying division —	439	247
Examination of division — in the District office	441 (a)	248
Gazetted officers to draw their salaries in separate —	425	244
Last pay certificate to accompany —, when pay is first drawn	429	244
Money drawn for pay to be accounted for in —	405 (a)	238
Preparation of division — Instructions relating to —	438	246
Salary bills when due for payment	427	244
Submission of duplicate — to the Chief Office	442 (h) & 444.	250
to be drawn by Superintendents	426	244
to be transmitted to the Head-quarter office after disbursement	440 (b)	248

	Order.	Page.
PAY BILLS—		
Deductions to be shown in —	438 (c) (10)	247
of Ghat Talaiyaris, Audit of —	448-A	252
Register of —	450-A	253
See also 'Pay Abstracts.'		
PAY CERTIFICATE—		
See 'Last Pay Certificate.'		
PAYMENT—		
in large divisions, how arranged	440 (c)	247
of men in the force to be completed by the 20th of every month ..	440 (b)	248
of men when discharged	420 (a)	242
of pensions and gratuities	397	235
of salaries of deceased officers	431	244
Salary bills when due for —	427	244
PECUNIARY TRANSACTIONS—		
of public servants — (See 'Public Servants').		
PENSION—		
Age from which police service counts for —	371	223
Applicants for invalid — to be discharged on date of medical certificate	381	224
Applications for — Form in which — are to be prepared	380	232
Applications for — Information to be given in —	391 to 393	232-3
Applications for — Instructions regarding the second page	392	232
Applications for — Points to be noted in the first page	391	232
Applications for — Information to be given in the third page	393	233
Applications for — Submission of —	395	235
Breaks in service affecting —	373 to 376	223
Certain menial servants not eligible for —	370, Note 5	223
Discharge of applicants for invalid —	381	224
Documents to accompany applications for —	394	234
Grant of — to persons of 60 years of age and upwards	380 (b)	224
Invalid — (See 'Medical Certificate').		
may be drawn for the day of a man's death	430	244
No retiring allowance to be granted to an applicant for — refusing to submit himself to an operation to cure his disease	395 (a), Noto.	235
Payment of —	397	235
Resignation or retirement before entitled to —	374, Note.	223
Retirement of men on — on attaining 55 years of age	385	225
Rules affecting service for — (See 'Service').		
Rules regarding calculation of —	396	235
Scale of —	370	222
PENSIONERS—		
Death of civil — to be reported	399	235
Heirs of deceased — to be reported	398	235
Re-employment of —	241-B, 399-A.	165, 236
PENSION PAYMENT ORDER—		
Signature of applicant for pension to be taken also in —	391	232
PERMANENT ADVANCE—		
Acknowledgment of the receipt of — by every officer every year ..	463 (a)	256
Acknowledgment of — to be addressed to the Accountant-General by the relieving officer	463 (b)	256
Acknowledgment of — to be sent through the Assistant Inspector-General	463, Noto.	256
Audit Inspector to see that the — is not mixed up with other sums ..	461	256
Expenditure of — to be shown in the Account Current	461	256
for what purpose intended	460	255

	Order.	Page.
PERMANENT ADVANCE—cont.		
List of sums not belonging to the — remaining at the end of the month to be attached to the Account Current	404, Note.	237
Procedure when — cannot be handed over to a successor .. .	468 (b)	256
PERMANENT GANGS—		
Meaning of the term —	181 (3) (c)	119
PERSONS—		
Ledgering of — Rule regarding —	206	143
PETITIONS—		
Original — not to be returned to parties	599	312
Report on — referred, how to be made	592, Note.	309
Rules for the submission of —	280	186
Submission of — out of the regular channel	594 (a)	310
PETITION REGISTERS—		
kept in Superintendent's office, what to contain and other particulars regarding —	600	317
PETROLEUM ACT VIII OF 1899—		
Powers and duties of the Police under the —	54	44
PETTY CASES—		
Register of — to be maintained in towns	136 (c)	96
to be included in the quarterly abstracts of crime	204, Note 2.	143
PETTY REPAIRS—		
of huts	502	283
PETTY THEFTS—		
Police to refer complaints of — to village magistrates	130 (a)	93
Procedure of the Police in — triable by village heads	130	98
to be shown in the Station-house officer's monthly crime extracts	205	143
reported to the Railway Police	92, Note 4.	75
PHOTOGRAPHS OF CONVICTS—		
Copies of — to whom to be sent	177, Note 2	115
to be taken after conviction	177	115
to be taken in ordinary attire and not in jail uniform	177, Note 1	115
PLANS—		
Alteration of approved — prohibited unless sanctioned	493	281
of sites to accompany estimates for new works	489 (1)	279
Standard — for the construction of stations and huts	490	279
PLANS AND ESTIMATES—		
for the construction of works by departmental agency	490	279
for Public Works Department works — Inspector-General to counter-sign —	484 (2)	276
for Public Works Department works — Preparation and submission of —	484 (2)	276
PLEADERS—		
Fee allowed in case of defence or prosecution at the charge of the State	289	191
Prisoners in custody allowed to sec —	165, Note.	111
POISONING—		
Robbery by — Duties of the Police regarding —	151	107
Rules to be attended to in cases of suspected —	141 (i)	99
Transmission of substances to the Chemical Examiner in cases of suspected — Rules regarding —	143	101

	Order.	Page.
POLICE—		
aid to military courts	172	114
aid in cases of distraint	46 & 47	36
Conditions of entering the — force	216 & 230	159 & 160
Conduct of — on duty	28	24
Duties of the — in Municipalities	77	65
Duties of the — in wrecks	618 (ii) (3)	322
Frontier — to communicate with each other	25 (c)	22
not to undertake new duties	36	29
not ordinarily to interfere with the practice of weavers stretching their warps along the sides of streets	Footnote to 57 (3) (e),	47
Notice of appeal to the — in cognizable cases filed by private parties...	20 (5), Note.	18
Position and duties of the — (See 'Duties').		
Powers of the — extended to the General Police district	25	22
Powers of the Police under special and local laws (See 'Acts').		
Railway — (See 'Railway Police').		
Relations of the — with the Magistracy	29	24
Relations of the — with the Village Magistracy	119 (b)	86
system explained	1 to 9	1
to aid the Abkâri Police	38 (e)	31
to prosecute Railway petty thefts	121, Note.	87
to refrain from direct interference with certain Abkâri cases	38 (f)	31
Village — (See 'Village Police').		
when to furnish or not escorts for escorting British soldiers	75, Footnote.	61
when to prosecute cases of Salt theft	121, Note.	87
See also 'Police Officers' and 'Powers of Police.'		
POLICE ACT XXIV OF 1859—		
Duties of the Police under the — during car festivals	55 (a)	44
Duties of the Police under the — during fairs and festivals	55 (b)	45
Powers of Police officers under — to regulate the conduct of processions.	56	45
POLICE CUSTODY—		
Suicides in — to be reported by Superintendents	140, Note 2	99
POLICE GAZETTE(s) —		
All leave granted to subordinate officers on pay exceeding Rs. 20 to be published in —	362 & 363, Note.	220 & 221
Instructions regarding files of — issued to Inspectors	14 (j) (3)	14
List of known deprecators who have passed out of view to be published in —	180 (b)	118
Loss of private arms and ammunition to be reported for publication in —	48 (j)	34
Movements of gangs, when to be reported for publication in	189 (a)	128
Notices regarding proclaimed offenders when to be published in —	179	116
Period of retention of —	Appendix.	425
Prices of Police books of instruction to be notified in —	520 (c)	288
Promotions for good service to be published in —	331, Note.	205
What rewards to be published in —	473 (a)	260
POLICE GUARDS—		
See 'Guards.'		
POLICE HOSPITALS—		
Constables not to leave — without permission	350 (b), Note 3.	217
Hospital book to be kept at places where there are —	350 (b), Note 2.	217
Indents for stationery for — to be sent by medical officers	553 (e)	299

	Order.	Page.
POLICE HOSPITALS—cont.		
Monthly statement of hospital charges to be furnished by officers in charge of —	458-A	255
Requisitions for supplies for — .. .	464 (b) (a)	257
to be supplied with ticket books .. .	350 (b), Note 3.	217
POLICE OFFICERS—		
Certain — may join 'Reserves' of Volunteers .. .	300	198
Criminal prosecutions against — Defence in cases of — .. .	288	191
liable for damages for seizure of valuables unconnected with any specific offence .. .	197	137
List of — qualified for the post of Deputy Collector to be submitted to Collector .. .	308	199
not to be sent to collect fines imposed by Magistrates .. .	68 (c)	54
not to claim salutes from soldiers .. .	302	198
not to interfere with peaceful people .. .	28 (a) & (b)	24
Oral examination of persons by — Instructions regarding — .. .	143	105
Powers and duties of — under special and local laws (See 'Acts').		
Prosecution of subordinate — (See 'Prosecution').		
Purchase of grain by — from heads of villages, &c. .. .	271	182
Rules affecting the personal conduct of — (See 'Public Servants').		
Rules to be observed in complaints against — .. .	295	195
Salutes by — .. .	251	168
Standard of measurement for — employed in towns .. .	231, Note.	161
N.B.—(See also 'Police').		
POLICE SHEET—		
What rewards to be published in the — .. .	473 (d)	260
POLICE STATION—		
Meaning of the term — .. .	6	1
Name of — painted in a board to be hung up in front of — .. .	616 (a)	320
See also 'Station-house.'		
POLITICS—		
Rules regarding the connection of Government servants with — .. .	284	189
PORT BLAIR—		
Recapture of convicts escaped from — .. .	175 (a)	114
PORTUGUESE GOVERNMENT—		
Procedure relating to extradition as regards the — .. .	50 (b) (2)	42
POSTAGE—		
What communications are charged with bearing — at forward rates .. .	604	313
Rules to be observed in connection with the expenditure of service — labels .. .	601 to 608	312
Post-mortem CERTIFICATE—		
to be handed over to the Police in sealed covers .. .	140 (f)	99
Post-mortem EXAMINATION—		
in the case of suspicious deaths of animals .. .	143, Note 2	102
Memorandum to accompany dead bodies sent for — .. .	140 (b)	98
Presence of the Police at — not necessary .. .	140 (d)	99
Preservation of bodies sent for — Instructions regarding — .. .	140 (c)	98
to be made in cases of persons run over by a train .. .	142	100
POST OFFICE ACT VI OF 1898—		
Duties of the Police under — .. .	58	48

	Order.	Page.
POST OFFICE RECORDS—		
Application for the production of — to be made to the Postmaster ...	148, Note 2	106
when to be produced before the Police	148	106
POUNDS—		
Sale of cattle placed in — by the Police — Procedure regarding — ...	45	36
POWERS OF POLICE—		
Extension of — to the General Police District	25	22
in regard to distress warrants	195	136
to procure the attendance of witnesses at stations	147	106
under special and local laws (See 'Acts').		
For powers of the Inspector-General, Deputy Inspector-General, Superintendents and Assistant Superintendents, see under the respec- tive heads.		
See also 'Police' and 'Police officers.'		
PRACTICE AMMUNITION—		
Annual allotment of —	546	296
PREPARATION TIME—		
for constables on transfer	315, Note 2	201
PRESENTS—		
Acceptance by Government servants of — from Native chiefs	276 & 277	184
Giving of — to servants and orderlies of officers on inspection prohibited.	310	199
PRESS—		
Act XXV of 1867, powers of the Police under the —	59-A	48
Connection of Government servants with the — Rules relating to — ...	279	185
PREVIOUS CHARACTER—		
Certificate of — to be given on reduction or discharge	345 (c)	212
PRINTED FORMS—		
A ledger to be kept in the Head-quarter office showing receipts and issues of — and entries to be made therein	550	297
Issue of — to clerks	550 (e)	298
to be in charge of the Store Inspector and how to be issued	550 (c)	298
See also 'Books.'		
PRISONERS—		
Bail to —	170	113
Confinement of under-trial —	165	111
Confinement in Police lock-ups of — charged by the Sult, Abkari and Customs Department	75-A	65
Confession of — in Police custody	168	111
Conveyance of — by rail	480-A	273
Custody of —	161 (a)	111
Description of — to be carefully given by the Police in the Search Register	194 (b)	136
Escort of — Rules relating to —	75	61
Escort of — unfit for journey	75 (b) (ii)	61
Handcuffs to —	169	112
in police custody allowed to see pleaders	165, Note.	111
Medical aid to — at police stations	75 (j)	64
not to be taken to a private house	164 (a)	111
not to leave lock-up after nightfall	164 (b)	111
of good social position to be allowed carts, &c.	169 (d)	113
Points to be attended to in the search of —	194 (a)	136
P.O. regarding the strength of police guard for — to be placarded in station-house	616 (g)	321
P.O. regarding treatment of sick — to be placarded in station-house ...	616 (a)	321
Removal by the Police of — remanded by Magistrate	167	111
Transfer of — to their native province	184-A	125

	Order.	Page.
PRISONERS—cont.		
Treatment of — attacked with cholera	21(b), Note.	19
Watching of — on and after release	185	126
PRIVATE AFFAIRS—		
Leave on — (See 'Leave').		
PRIVATE GUARDS—		
Cost of — how recovered	446	252
Payment of travelling allowance to —	82, Note 2	72
Rates to be charged for —	82	71
Strength of — sanctioned for the safe keeping of jewellery, &c. ...	82, Note 3	72
PRIVATE INDIVIDUALS—		
Applications of — for police aid in breaches of the peace	27 (c)	23
Police records not to be furnished to — without orders	201 (c)	140
Supply of guards to —	82	71
PRIVATE MONEY—		
Escort officers not to take charge of —	72 (f)	56
never to be deposited in the District cash chest	408	238
PRIVILEGE LEAVE—		
Acting appointments during —	324	204
Applications for — when and how to be submitted	356	219
Arrangements to be made during — for occupation of public quarters...	510	284
how affected by casual leave	357, Note.	219
Pay of non-gazetted officers on — may be drawn in regular bills ..	428	244
Pay of police officers absent on — how drawn	428	244
to be granted to men when leave or change of air is recommended ..	350 (f)	218
to officers on Rs. 20 or less	350 (a)	217
to subordinate officers on pay exceeding Rs. 20	349 (1)	216
When gazetted holidays can be prefixed to —	357	219
When Inspector-General may grant — to gazetted officers	361	220
PRIVY COUNCIL—		
Appeals to the —, Government Order regarding — to be affixed to station-house board	616 (c)	320
PROBATION —		
Period of — allowed for candidates for the superior staff	215 (5)	148
Period of — of constables promoted to the grade of head constable ..	330, Note.	205
PROBATIONERS—		
Conditions and qualifications for the grade of —	215	147
Confirmation of — as Assistant Superintendents	215 (5)	151
	(xiv.)	
Departmental examination for — in Law and Vernacular	215 (6)	152
to sign agreements prior to embarkation for India	215 (5)	151
	(xvi.)	
Training of —	215 (9-13)	153
PROCESSES —		
Execution of — in Mysore	48 (b)	39
Municipal — Police not to execute —	77 (e)	66
Register of — to be kept at all stations	70 (1)	54
Service of —	88	53
Summons to be returned after service by post paid	69	54
Summonses issued by French Courts, Service of —, Rule regarding —	68 (a), Note 2.	53
Service of —	70	54
to be served by the Police in cantonments	68 (d) & (e)	52
Warrants, Rules regarding the execution of —	70	54
See also 'Summonses' and 'Warrants.'		
PROCESSIONS—		
Powers of police officers to regulate the conduct of —	56	45

	Order.	Page.
PROCESSIONS AND CROWDS—		
Rules regarding the management of —	56	45
PROCLAIMED OFFENDERS—		
'A' and 'B' lists as regards —	179 (a), (3 to 9).	117
Police to take measures for the apprehension of —	179 (a) (7)	117
Publication of notices for the arrest of —	179 (a)	116
Reward for the apprehension and conviction of —	179 (c)	118
Rules regarding the maintenance of the list of —	179	116
PROCLAMATION —		
Charges for — in cantonments to be debited to contingencies	464 (8)	257
Procedure regarding applications for the issue of —	70 (9, 10 & 11).	55
PROFESSIONAL POISONERS—		
to be watched and entered in the K.D. Register	{ 181 (1), 183 (a)	118 121
PROGRESS REPORT —		
of Departmental works to be sent every quarter to the Chief Office	495	281
PROMOTIONS—		
Acting — in place of men on privilege leave	324	204
Constables' and head constables' — Rules regarding —	329 to 331	205
Date of reckoning —	323 (a)	204
for good service to be published in the Police Gazette	331, Note.	205
Grade — not to be made in short vacancies	326, Note.	204
of Inspectors — Procedure relating to —	326	204
Rolls for the — of head constables to act for Inspectors not to be returned by the Deputy Inspector-General	328	204
PROPERTY—		
Attachment of —, Police to apply for — when applying for proclamation. Candidates for appointments in superior service to submit a statement of landed —	179 (b) 270 (a)	117 182
Custody of — in cases on remand or under trial	200 (a)	138
Custody of — in cases disposed of by Magistrates	200 (c)	138
Custody of — in cases disposed of by Sessions Courts	200 (c)	138
delivered with prisoners, Certificate of receipt of — to be given by the Jail officer	75 (c)	61
Disposal of — of European public servants	272 (1 to 3).	182
Estimation of stolen —	196	137
List of stolen — when and where to be communicated	120 (f)	92
Real and alleged value of stolen — to be recorded	186 (a)	137
Rule regarding the identification of stolen or suspected —	199	138
Seizure of suspected — when justifiable	197	137
Seizure of — under distress warrants	195	136
Statement of immoveable — of officers to be sent	270(a) & (b)	181
Unclaimed — found on corpses to be taken charge of by heads of villages	198 (a)	138
Unclaimed — to be forwarded at once to Sub-Magistrate	198 (b)	138
What is to be done by the police with — about which the Magistrate or Court refuses to pass orders	200 (c)	138
What — should not be removed from the person of prisoners arrested. What the police are to do with regard to — found in a house when the ownership of the house is in dispute	194 (a) 200 (c)	136 138
When lists of stolen — to be sent for publication'	129 (b)	91
See also 'Public Servants' for return of landed property, &c.		
PROSECUTING INSPECTORS—		
Duties of —	20	17
entitled to obtain from the court a copy of the records and the judg- ment, and copies of grounds of appeal	20 (6)	18

	Order.	Page.
PROSECUTING INSPECTORS—cont.		
Information to be furnished to — by Division Inspectors of convictions in their divisions	20 (5)	17
to confine their work to appeals and original cases in Magisterial Courts.	20 (3)	17
to keep daily diaries	20 (2)	17
to obtain a copy of the grounds of appeal in appeal cases	20 (5)	17
to appear in uniform	20 (1)	17
PROSECUTION(s)—		
against police officers, defence at public expense	288	191
against police officers for serious offences, how to be made	293 (b)	195
against police officers — Fees for —	289	191
Conducting — of cases	144	102
not to be undertaken against police officers for minor offences under the Police Act	293 (a)	194
of commanders of vessels	38	48
of heads of villages	126	87
of Inspectors of Police	291	194
of a Police officer for offence committed in his official capacity, Sanction of Superintendent necessary for —	292 (a)	194
of subordinate police officers, by whom to be ordered and how to be conducted	291 to 293	194
of subordinates of other departments	173	114
under sections 182, 211, Indian Penal Code — Instructions regarding —.	188 (c) and Appendix.	97
under the European Vagrancy Act	65 (m), Note.	371
Witnesses for — to be present or recognizances entered when charge sheet is brought to the Magistrate	136 (e)	96
PUBLIC MEETINGS—		
Public servants not to take part in —	283-A	189
PUBLIC PROSECUTORS—		
Superintendents to instruct — in important cases	12(j)	4
PUBLIC QUARTERS—		
Occupation of —	507	284
Scale of rent of —	507 to 512	284
See also 'Buildings' and 'Rent.'		
PUBLIC RESORT—		
Inspection of places of — and entertainment	627	329
PUBLIC SERVANT(s)—		
Acceptance of pecuniary aid or subscriptions from native chiefs prohibited	277 (c)	184
affected by an order entitled to a copy of the order	286	190
Appeals from the decisions of Superintendents to be disposed of in the first instance by the Deputy Inspector-General	285 (a)	190
as arbitrators — Rules of the India Government regarding —	299 (d)	197
Borrowing money by — prohibited in certain cases	272 (4)	183
	(5) & (8).	
Connection of — in landholding and commercial speculations — Rules relating to —	269	179
Connection of — with the press — Rules relating to —	279	185
Disposal of property belonging to European —	272 (1-3)	182
Farewell entertainment to a — Rules relating to —	278 (3)	185
forbidden to engage in trade	269 (15)	181
forbidden to receive valedictory addresses or testimonials	278 (1)	185
holding lands in Native States prohibited	269 (11)	180
Indebtedness of —	282	187
Large acquisitions of land for agricultural profit not permitted	269 (7)	180

	Order.	Page.
PUBLIC SERVANT(s)—cont.		
Law suits against — Instructions relating to —	290	193
Lending money at interest by — prohibited under certain circumstances.	272 (6)	183
Management of landed property held by the wife of a —	279 (10)	180
not forbidden to raise funds for portrait, &c., in recognition of the services of a Government officer	278 (6)	185
not to assist at a public meeting	283-A	189
not to attend at a political meeting	284 (b)	189
not to take part in the proceedings of a political meeting	284 (c)	189
not to be employed on private business	289 (b)	197
not to combine together for memorializing	280 (a)	186
not to communicate departmental orders to the public press	279, Note.	186
not to devote attention to the management of private landed property.	269 (9)	180
not to practice as vakils	289 (c)	197
not to receive any fee from any Railway Company or private individuals	275	184
Official information not to be used in carrying on personal controversies.	293 (b)	188
Particulars of — becoming possessed of land to be communicated	270	181
Pay of — imprisoned for debt may be withheld	282 (j)	188
Pecuniary transactions of -	272 to 275	182 to 184
prohibited from entering into pecuniary arrangements with members of the department in connection with the resignation of any appointment held by them	274 (a)	184
prohibited from taking loans from persons subject to their official authority	272 (4)	183
Publication of official papers in newspapers forbidden	283 (a)	188
Purchase of property at sales on account of Government dues, &c., prohibited	269 (6)	179
Purchase of grain by Police officers from heads of villages or ryots prohibited	271	182
Receipt of presents from native chiefs, prohibited	277	184
responsible for acts done by their wives	284 (e)	189
Retention of insolvent — in the Public service	282 (a)	187
Retired — forbidden to receive valedictory addresses or testimonials immediately on their retirement	278 (2)	185
Retirement of — suffering from leprosy	386	225
Rules as regards 'landholding'	269	179
Rules regarding the connection of — with attendance at political movements and politics	284	180
Rules regarding the gratuitous supply of medicines to —	298	196
Rules regarding the medical attendance of —	296 & 297	196
sitting for portrait allowed	278 (5)	185
Subsistence allowance to — under suspension under the Insolvent Debtors' Act	282 (j)	188
Suits against — for acts done in official capacity	290	192
Suspension of — having recourse to insolvency	282 (e)	188
taking part in the management of a company prohibited	269 (13)	180
The habitual use of Durbar vehicles by European — forbidden	277 (d)	184
Unnecessary appealing against trivial punishment discountenanced	285 (e)	190
Vindication by — of their public acts or character from defamatory attacks	281	187
What papers to accompany appeals of —	285 (a)	190
PUBLIC WORKS—		
Expenditure on —	488-A	278
Memorandum of instructions for — disbursers	Appendix.	401
PUBLIC WORKS DEPARTMENT—		
Advice of — when to be sought by the Police	489 (4)	279
Budget grant of the — not to be transferred to the Police department...	483, Note.	276
Completion of works by the —	486	277
Preparation of plans and estimates by the —	484 (2)	276

	Order.	Page.
PUBLIC WORKS DEPARTMENT—cont.		
Procedure relating to the execution of works by the —	484 & 485	276 & 277
Provision of funds for works to be executed by the —	484 (3)	277
Rent of buildings of — how recovered and credited	511	285
What works are to be executed by —	483	276
PUNISHMENT(s)—		
by Assistant Superintendents to be supervised by Superintendents ..	332 (a)	206
by black marks (See 'Black Marks').		
by dismissal after conviction (See 'Dismissal').		
by fines (See 'Fines').		
by forfeiture of pay (See 'Forfeiture of Pay').		
by reduction (See 'Reduction and Dismissal').		
by suspension (See 'Suspension').		
by warnings and reprimands	337	210
for desertion (See 'Desertion')		
for drunkenness	304	198
for indebtedness	305	198
Minute to be recorded for every —	332 (b)	206
not to be entered in the Order Book	333(b), Note	206
not to be inflicted by Inspectors	306 (b)	199
orders, Communication of —	347-A	214
rolls, Check of — in the Head-quarters Office	334-A	207
station charge allowance cannot be stopped as a —	423 (e)	243
What — to be entered in the Defaulter Book and the Constabulary Register	333	206
when to take effect	332 (a)	206
PUNKEH FULLERS—		
Constables not to do the duty of —	66 (a)	52
Q		
QUARTERLY ABSTRACTS OF CRIME—		
Inspectors to forward their — to the Head-quarter office	204 (b)	142
of stations to be checked by Inspectors	204, Note 1	143
Petty cases to be shown in the — of stations	204, Note 2	143
Preparation of — by Inspectors and station-house officers	204 (a)	142
to be checked with the ledger at the Head-quarter office	205, Note 2	143
QUARTERLY LISTS OF STORES—		
Copies to be kept of —	566 (8)	303
Points to be attended to in connection with —	566	302
to be forwarded by Superintendents to the Chief Office	566	302
when due	566 (7)	303
QUARTERLY REPORTS—		
on probationary Inspectors	255 (b)	169
QUARTERLY RETURN(s)—		
of arms by Inspectors	568	303
List of —	Appendix.	416
QUILLS (GOOSE)—		
Supply of — restricted to the Inspector-General	554, Note 2	299

	Order.	Page.
R		
RAILWAY(s) —		
Conveyance of dead bodies by —	142, Note.	100
Despatch of stores by —	573 (b)	305
Duties of the Police in cases of accidental deaths on —	142	100
Officers of Government not to receive pay, &c., from — companies ..	275	184
RAILWAY ACCIDENTS—		
Bodies of persons killed in — to be sent for <i>post-mortem</i> examination ..	98	80
Duties of Agents and Managers and Railway officers in cases of serious —	97	76
Rules for enquiring into and reporting on — by the Police	97	76
RAILWAY INSPECTOR—		
Duties of sectional —	106	83
how to act in case of any serious crime	107	83
RAILWAY LIMITS—		
Definition of the term —	92	75
Nuisances within the —	92, Note 1	75
RAILWAY OFFICIALS—		
Arrest of —	158	109
RAILWAY POLICE—		
Administration of the —	83	73
Appeals against any punishment in the — to be made to the Inspector-General	86	73
Appointments in the —	85	73
Complaint against any Railway servant to be made to the Superintendent of the —	111	84
Diaries of head constables and Inspectors of the —	91	75
Division of the — force	87	73
Duties of the —	88	73
Duties of the — as regards crime committed in the immediate neighbourhood of their limits	93	75
Duties of the — in cases of crimes committed within and outside Railway limits	94	75
Duties of the Inspector of —	106	83
Duties of the — on the occurrence of attempts of Railway obstructions	88 (8)	74
Ledgering of crimes by the Superintendent of the — from occurrence reports, &c.	96	76
Minor duties of the —	105	82
not to interfere with officers or servants of the Railway department ..	110	84
Petty thefts reported to the —	92, Note 4.	75
Points to be attended to by the — in watching passenger trains ..	88 (5)	73
Relation with the District Police	101	81
Report on the administration of the — to be submitted	96	76
Stationary establishment of the —	89 & 90	75
to assist the District Police in the escort of convicts	112	84
to wear uniform	105 (1)	82
RAILWAY THEFTS—		
reported to rural Police, how to be dealt with	203, Note 2	142
RAILWAY TRAINS—		
Complaints of thefts from — where to be registered	203, Note 1	142

	Order.	Page.
RAILWAY WARRANTS--		
Checking of —	481 (a)	273 &
	481-A.	274
Instructions for the preparation, issue and use of —	480	272
Issue of — books to stations	481 (b)	273
Replies to objections on —	481 (f)	274
RAILWAYS ACT IX OF 1890--		
Cognizable sections of the —	99	80
Duties of the Police in cognizable offences under the —	100	81
Powers and duties of the Police under the —	60 (a)	48
RECEIPTS (ON GOVERNMENT ACCOUNT)--		
All — to be credited to Government	401	237
at other than the Head-quarter office, how remitted	402	237
of all kinds at the Head-quarter office to be brought to account	404	237
on account of sale of waste paper, where to be credited	614-A	319
to the credit of Government to be shown in a statement submitted to the Chief Office monthly	403	237
What kind of — to be entered in the Cash Book	404	237
RECORD(S)--		
A list of — to be destroyed to be prepared every year	608 (25)	317
Arrangement of papers in the —	608 (20)	316
Current, reference and disposal system of —	608	314
Destruction of useless —	611	318
Head-quarter Inspector responsible for the destruction of useful or important —	612	319
List of — at station-houses, Head-quarter office, &c.	Appendix.	410
List of personal — to be kept by Superintendent, Assistant Superintendent and Inspector	Do.	415
List of — in the office of the Deputy Inspector-General	Do.	430
List of — in the Chief Office	Do.	432
No erasures to be made in —	610	318
of Criminal Courts, Inspection of —	149	107
Period for which — should be kept	Appendix.	425
Police — not to be furnished to private individuals without the order of a competent authority	201 (c)	140
Production of — before courts	201	139
to be carried during inspection	31(b), Note.	26
Uniformity of size to be observed in regard to —	578, Note 2.	307
RECORDED--		
Meaning of the term as used in correspondence	608 (6)	314
RECORD-KEEPER--		
Arrangement of papers by the —	608 (20)	316
to take charge of papers	608 (20)	316
RECORD OF SERVICE--		
See 'Service Books.'		
RECOVERIES--		
All — to be shown in one list which should be forwarded monthly to the Chief Office	526 (b)	280
for stores lost or damaged, how to be effected	524	289
for stores to be paid to the credit of Government	526 (a)	290

	Order.	Page.
RECRUITS—		
A committee of Inspectors to examine — if Superintendent is unable to do so	237 (e)	163
Clothing of —	537	293
Drill of —	246 (b)	167
Enlistment of — Rules relating to —	232-234	161-162
Examination of — by medical officers	236	163
Examinations to be passed by —	237 (d)	163
Instruction of —	237	163
Period of instruction of —	237 (a)	163
to be examined by the School head constable	232 (a)	161
to be practically trained	237 (c)	163
RECRUITING—		
for the Hyderabad contingent	622	322
RECRUITMENT—		
by appointment of military officers	215 (23 & 24).	156
by competitive examination in London	215 (5)	148
by local competitive examination	215 (16)	154
by promotion of deserving public servants	215 (14)	154
for superior grades	215	147
REDUCTION AND DISMISSAL—		
A certificate to be given to Police officers on —	345 (c)	212
Copies of orders of — to be given to the parties affected	344 (c)	212
Explanation of the party necessary before dismissal	344 (b) & 345 (d).	212-213
Minute of reasons for — to be recorded	345(a) & (b)	212
of Inspectors	344	212
of officers below the rank of Inspector	345	212
Procedure relating to —	344 & 345	212
Three and six black marks entail — respectively	334 (iv) & (v).	207
to be entered in Constabulary Register and the Defaulter Book	345 (a)	212
RE-ENLISTMENT(s)—		
after dismissal	244	166
after resignation	242	165
List of — to be sent to the Inspector-General annually	243	165
Men for — to undergo medical examination	242, Note 2	165
of deserters	244 & 341	165 & 211
Re-employment after pension and of pensioned servants	399-A & 399-B.	236
within one year after discharge may count previous service in the case of a police officer on pay not exceeding Rs. 20	376	224
REFERENCE—		
Definition of the term — in correspondence	608 (4)	314
REFERRED CASES—		
Delays in the disposal of — to be deprecated	138 (c)	97
REFERRED CHARGE SHEETS—		
Instructions regarding the submission of —	138	97
Powers of District and Sub-divisional Magistrates to review orders on — See also 'Cases.'	138 (f)	98
REFORMATORY SCHOOLS ACT VIII of 1897—		
Powers of the Police under the —	60-A	49

	Order.	Page.
REFUND—		
Certificates issued by Magistrates for — of fines — Police not to deliver to parties	68 (c)	54
of departmental fines — Authority for —	458	255
of sums retrenched by the Accountant-General	434	245
of sums retrenched by the Assistant Inspector-General	433	245
REGISTERS—		
Complaint — Instructions regarding —	609	317
for condemned articles to be kept in the Head-quarter office	536	300
of complaints against Police officers to be maintained in each office	294	195
Petition — Instructions regarding —	609	317
Register of known deprecators and suspects — (See ' <i>Known Deprecators</i> ').		
to be kept at offices and stations	Appendix.	410
REGISTRATION ACT III OF 1877—		
Powers of the Police under the —	60-B	49
REINSTATEMENT—		
after acquittal	347	214
Authority reversing order of dismissal may declare that the past service counts in cases of —	287	191
from suspension	343	212
of deserters	341	211
RELATIONS—		
Head-quarter and Audit Inspectors not to have any — employed in the Police department in their districts	232 (d)	162
No — to serve together in any office	232 (d)	162
RELEASE—		
Date of — of convicts to be noted in the Conviction Register	182 (b), Note 2.	119
of convicts on medical grounds	176	115
of dacoits belonging to the Hyderabad State	75 (k)	64
List to be sent by the Jail Superintendent	185	126
Released dacoits, etc. — Surveillance over —	185-A	127
RELIEF—		
of Inspectors — Points to be observed in connection with the —	321	202
of Superior officers —	318-320	202
REQUISITIONS—		
for certificates of age of females	143-A	102
REMANDS—		
Period of — not to exceed fifteen days	139	98
REMAND WARRANTS—		
to be entered in the Register of Processes	70 (3)	54
REMARKS BOOK—		
to be maintained in the Head-quarter and Sub-division offices	15, Note	15
REMITTANCE—		
by rail — Instructions for escorts in charge of —	73 (d)	57
of pay and allowance —		
made for the convenience of the payee	456	254
of men sick in hospital or on duty at head-quarters	453	254
of men transferred to another division	455	254
of men absent on duty in another division	453	254
to other districts	452	254
of sums received at other than head-quarters	402	237
to the treasury, how to be made	401, Note	237

	Order.	Page.
REMUNERATION—		
Acceptance of — other than the salary of one's appointment	299 (e)	197
RENT—		
Double — for huts when to be recovered	512 (a)	285
for broken periods of a month how calculated	512 (c)	285
for new buildings — Sanction of the Chief Office to be obtained for payment of —	459	255
Men under suspension to pay — of huts	512 (d)	285
No — to be recovered when temporary accommodation at the expense of the State is provided to the Police during festivals	512-A	285
of buildings of Public Works department, how recovered and credited. of huts for men in hospital or school	511 512(d) & (e)	285 285
Rules regulating the calculation of — of public quarters	507, 509	284
Scale of — of huts	512 (a & b)	285
Scale of — of other public quarters	507	284
Timely notice of vacating quarters to be given so as to avoid payment of—	510	284
RENT RECOVERY ACT—		
Duties of the Police under the —	47	36
REPAIR(s)—		
Articles sent in for — where to be entered	556, Note.	300
Departmental — how to be shown in budget estimates	487	277
Departmental — Information to be given in estimates for —	489(2) (iii)	279
Occupation and petty — of huts	501	282
of arms and accoutrements damaged by individuals, charges how recovered	525 (b)	290
Petty — to police huts to be made by occupants	502	283
to buildings requiring professional supervision	487-A	278
to civil buildings	487-A	278
to repairable stores may be made in districts	556	300
REPAIR OF ARMS BOOK—		
Articles sent in for repairs to be entered in the —	556, Note.	300
REPAIR REQUISITIONS—		
Articles not to accompany — sent to the Ordnance department	545, Note.	296
REPRIMANDS—See 'Warnings and Reprimands.'		
RESERVES—		
Arms and ammunition for —	546	296
Constitution of —	37 (b)	29
Drill for —	246	167
Of volunteers — What police officers may join —	300	198
rules for mobilizing, forming, &c.	37 (c)	29
Supply of whistles and chains to —	541	295
Transfer of men from —	37 (a)	29
Uniform for —	268	178
RESERVE AND STORE INSPECTOR—		
Duties of —	18	17
responsible for stores in the Head-quarter office	521	288
to hold kit inspection at district head-quarters	33 (b)	27
RESIGNATION—		
How service is affected by —	374 & 375	223
not to involve pecuniary arrangements with existing members of the service	274 (a)	184
Re-enlistment after —	242	165
Written statement to be taken before — is accepted	374, Note.	223

	Order.	Page.
RETIREMENT—		
after 55 years of age	385	225
after 60 years of age	380 (b)	224
Consequences of voluntary —	299 (h) & 374, Note.	198-223
of public servants suffering from leprosy	386	225
on invalid pension — (See 'Medical Certificate').		
Procedure after —	389-A (xii)	231
Procedure preparatory to —	389-A (xi)	231
RETRENCHMENT—		
by the Assistant Inspector-General	433	245
by the Accountant-General	434	245
RETURNS—		
Annual statistical — when due	213	145
Periodical —	Appendix.	416
REVENUE DEPARTMENT—		
Acquisition of sites — Application to be made to the —	492	280
Custody of cash chests, &c., of the —	410	283
What buildings to be handed over to the — when vacated by the Police department	503	283
REVENUE RECOVERY ACT—		
Duties of the Police under section 20 of the —	46	36
REVOLVERS—		
Annual allotment for practice	546 (c)	296
REVOLVER PRACTICE—		
Misfires to be shown in the return of —	547-A	297
REWARDS—		
Annual statement of — to be submitted to the Chief Office and Government	476	260
by private parties to be sanctioned by the Inspector-General or the Deputy Inspector-General, as the case may be	472	259
by the Salt department, how to be disbursed	475	260
for apprehension of proclaimed offenders to be made public	179 (c)	116
for good service authorized by law to be received without reference to the Inspector-General or the Deputy Inspector-General	470	259
for passing in the Khond language	{ 215-A, 220-A	158 159
for the apprehension of deserters from the army	471	259
for the recapture of prisoners	465	258
General rules relating to the grant of —	465-469	258-259
Minimum amount of — to an Inspector for the detection of Salt and Abkari cases	470	259
Money disbursed on account of — to be charged in contingent bills	474	260
Powers of sanction of — by the Inspector-General, the Commissioner of Police and the Deputy Inspector-General	465	258
Publication of —	473 (d)	260
Rolls for the grant of —	473	259
RIDING—		
Period within which to pass the — test	215 (5) XI	150
Proficiency in — a necessary qualification for appointment as Assistant Superintendents	215(5) VII	150
RIOTS—		
Blank cartridge not to be served out to the Police in —	249, Note.	168
Liquor shops to be closed in cases of —	38 (a) (iv) (4).	31

	Order.	Page.
RIOTOUS ASSEMBLIES—		
Rules for using firearms to disperse —	249	167
ROBBERY—		
by poisoning — Duties of the Police in cases of —	151	107
of His Majesty's Mails to be reported to the Inspector-General ...	12 (o)	8
Scenes of grave gang — to be visited	(y), Note. 150	107
S		
SALARY—		
See 'Pay.'		
SALARY BILLS—		
See 'Pay Abstracts.'		
SALE—		
Amount realized by — of waste paper, where to be credited	614-A	319
of part-worn clothing	537-A, 559	294, 300
of unserviceable accoutrements	559	300
SALT ACT IV OF 1889—		
Powers and duties of Police officers under the —	61 (a) (iii)	50
Powers and duties of Police officers not below the rank of head constable under —	61 (a) (ii)	49
Powers and duties of station-house officers under —	61 (a) (i)	49
Sections of — to be taught to Police officers	61 (b)	50
SALT AND ABKÁRI DEPARTMENT OFFICERS—		
Forms of address to be used by — in addressing Police officers ...	580 (b)	308
SALT AND ABKÁRI EXHIBITS—		
Duties of station-house officers in connection with —	39	32
SALT AND ABKÁRI LAWS—		
Duties of the Police on arrest of persons for breaches of the — ...	41	33
SALT AND ABKÁRI RETURNS—		
Superintendents to render assistance in the preparation of —	42	33
SALUTES—		
by Police officers	251	168
Police not to claim — from soldiers	302	198
SANDALS—		
Number required of each size of — to be noted in the indent for clothing	528 (b)	291
Supply and issue of —	528 (a)	291
SANITARY COMMISSIONER—		
to be informed of unusual occurrence during an epidemic	12 (o) (6)	7
SANITARY INSPECTION BOOK—		
Rules regarding the maintenance of Village — in Unions	35	28
SANNAD—		
Police officer to take — when detached on special duty	26 (b)	23
Police officers exempted from tolls on producing —	479 (22)	270
SCHOOL OF INSTRUCTION—		
for children	256	170
Law relating to searches to be taught in the —	193, Note 2	136
Monthly inspection of the —	12 (o) (5)	7
Procedure in appeals to be taught in the —	237 (d)	163
Recruits to be kept in the — for a period of six months	237 (a)	163

	Order.	Page.
SEA CUSTOMS ACT VIII OF 1878—		
Duties of the Police under the —	62	50
SEARCHES—		
by village officers	123 (b)	87
Heads of villages to be present at —	193 (a)	135
Law regarding — to be taught in the School of Instruction	193, Note 2	136
of prisoners — Points to be attended to in —	194	136
Procedure relating to —	193	135
Village Magistrates to be present at — by the Police	123 (a)	87
SEARCH LIST—		
to be prepared in printed forms	193, (i), Note (1).	136
to be prepared in trifoliol	193 (h)	136
SEARCH REGISTER—		
Extract from — to accompany Charge Sheet	136 (b)	86
Instructions regarding the entries to be made in —	194	136
List of property found on prisoners to be entered in —	194 (a)	136
SEARCH WARRANTS—		
Issue of — on insufficient grounds to be brought to the notice of District Magistrates	193 (f)	136
SECTION 565, CRIMINAL PROCEDURE CODE—		
Certificate of notice of or of change of residence of convicts under —	183 (d), Note 3.	124
Rules and orders relating to the notification of residence of convicts under —	183 A and Appendix.	125, 383
SECURITY—		
Charge sheets in — cases	145	103
for good behaviour	145	103
from Head-quarter and Audit Inspectors	17	16
Jurisdiction under section 110, Criminal Procedure Code	145 (4), Note.	104
No revision in cases of — for good behaviour	145	103
Persons bound over for — for good behaviour to be entered as suspects.	183 (a), Note 2.	121
Proceedings under the Security Sections to be registered by Inspectors in their crime registers	14 (j)	13
to be furnished by acting Accountants and Managers	17 (a)	16
when to be returned	17 (f)	16
SENTRY-BOOK—		
Maintenance of —	78 (10)	68
SERVICE—		
Age from which Police — counts	371	223
Breaks in — to be entered in the Constabulary Register	388 (a)	227
Calculation of — for pension	396	235
General conditions of — as Police officers	230	160
how affected by dismissal	374	223
how affected by resignation	374 & 375	223
how affected by suspension	373	223
Period of leave not reckoned as —	372	223
Retention in — in special cases	382 & 383	224 & 225
Transfer of — from one office to another	299 (f)	198
Verification of —	389	228
What constitutes breaks in —	374	223
SERVICE AMMUNITION—		
Stock of —	547	297

	Order.	Page.
SERVICE BEARING—		
In what cases, letters, &c., are to be sent by —	604	313
SERVICE BOOKS—		
by whom to be kept	387 (a)	225
Custody and disposal of —	387 (g)	227
Entries in the columns of —	387 (b)	226
of deceased Inspectors and head constables	387 (g) (iii)	227
of Inspectors and head constables dismissed for misconduct and subsequently reinstated	387 (g) (ii)	227
of Inspectors and head constables dismissed, discharged or who resigned	387 (g) (i)	227
of officers drawing Rs. 20 and less (See 'Constabulary Register').		
Proper maintenance of — to be noted in the Administration Report ...	387 (j)	227
Rules for maintenance and verification of —	389-A	229
Severe reprimands and punishments for serious offences to be entered in — of Inspectors	387, Note	210
Small — of Police officers under the rank of Inspector	21 (c)	19
The fact of passing Station-house Officers' Test and Constables' Test to be entered in the —	{ 224 228	159 160
to be inspected by Deputy Inspectors-General	387 (h)	227
to be kept in English	387 (j')	226
to be supplied to every officer at his own cost	387 (e)	226
What should be noted in —	387 (a)	225
SERVICE LABELS—		
Inspectors to be supplied with —	603, Note.	312
SERVICE POSTAGE—		
See 'Postage.'		
SERVICE TELEGRAMS—		
Charges for — in certain cases to be paid by the party concerned ...	607	313
General principles relating to the classification of —	606	313
When to be sent and instructions regarding —	605	313
SESSIONS—		
Custody of property in — cases	200	138
Rules relating to attendance of officers at —	30	24
SESSIONS CASES—		
Summary of the results of — to be sent monthly to the Inspector-General	30 (g)	25
SESSIONS COURTS—		
Copies of judgments to be furnished by — free of cost to Superintendents and Prosecuting Inspectors	464 (9)	257
SESSIONS JUDGMENTS—		
Crime numbers to be noted on — submitted by officers	12 (o) 13, Note.	8
to be filed in the Deputy Inspector-General's Office	12 (o), 13	8
Transmission of — to the Inspector-General	12 (o), 13	8
SHIPPING CASUALTIES AND WRECK—		
Superintendents to report —	12 (r)	9
SHOOTING PASSES—		
Orders regarding the grant of — to British soldiers	625	324
SICK LEAVE—		
Applications for — (See 'Leave').		

	Order.	Page.
SIGNALS—		
Arrangement to be made at Madras on the hoisting of Danger and Wreck —	618	321
SIGNALLING —		
Certificate of competency in —	623 (d)	323
Instruction in — when to take place	623 (b)	323
Parties for — attached to the reserves in Malabar	623 (a & b)	323
Quarterly examinations in —	623 (d)	323
Standard of efficiency for —	623 (c)	323
SIGNALLING APPARATUS—		
to be kept in good order	623 (h)	323
SIGNALLING PARTIES—		
Allowance for—	623 (e)	323
Strength of —	623 (b)	323
SITES—		
not required to be made over to the Revenue Department	503	283
Plan of — to accompany estimates for construction	489 (1)	279
Rules regarding the acquisition of — for public purposes	492	280
SMUGGLING—		
Prevention of —	62	50
SNAKE-BITES—		
Instructions to be attended to in cases of —	624	323
SOLDIERS—		
Arrest of —	160	110
Dispute between — and Natives	615	320
Military officers, when entitled to salutes from —	302	198
Police officers not to claim salutes from —	302	198
Procedure on the occurrence of an affray between — and villagers	615	320
Shooting passes to British —, extract from Army Regulations, &c.	625	324
SPECIAL DUTY—		
Rules regarding deputation on — or in other districts	26	22
SPECIAL LEAVE—		
to the Subordinate Police in the Agency tracts in the Ganjam district.	350 (h)	218
STAMPS—		
(R) Retention and (D) destruction — to be kept for marking papers in District offices	613	319
Superintendents to report to the Inspector-General any instance of fraudulent use of —	152	108
Use of facsimile signature — in letters forbidden	582	308
STATE PRISONER—		
not to be removed from jail without the sanction of Government	75 (i), 171	64
STATE TELEGRAMS— (See 'Service Telegrams').		
STATIONS—		
Rules relating to the inspection of —	31	25
Strength of stations to be noted in the first day's diary of Inspectors in each month	14 (k), Note 2.	15
See also 'Station-house.'		
STATION CHARGE ALLOWANCE—		
cannot be stopped as a punishment	423 (e)	243
not forfeited for absence from head-quarters on duty	423 (d)	243

	Order.	Page.
STATION CHARGE ALLOWANCE—cont.		
Officer in charge of a station not entitled to — when on leave of any description except privilege leave	423 (a)	243
Orders relating to the grant of —	423	243
Scale of —	417, Note 1.	241
When inadmissible	423 (b)	243
STATION-HOUSE OFFICERS—		
to correspond direct with Station-house officers in Mysore on what matters	594-A	310
STATIONERY—		
A ledger to be kept showing receipts and issues of —	550 (a)	297
Allotment of —	554	299
Economy of — to be observed — Rules regarding	608 (23)	317
for clerks in the Head-quarter and Sub-division offices	550 (e)	298
for divisions to be sent once in six months	550 (c), Note	298
General rules relating to the supply, issue, &c., of —	550	297
Indents for —	553	298
Inspector to keep account of —	570 (b)	304
Stock-taking of — annually	565	302
to be in charge of the Store Inspector	550 (c)	298
STATION-HOUSE(s)—		
A class for the instruction of constables to be held at each —	227	160
Attendance of witnesses at —	147	106
Boards outside—	616	320
Books and registers to be kept at —	Appendix.	412
Crime Register (See 'Crime Register').		
Deposit of cash chests of other departments in —	400-411	238&239
furniture for — Allotment of —	549	297
How to prepare estimates for construction of —	490	279
List of notices to be hung up in —	616 (h)	321
List of records to be submitted from — to Superintendents	Appendix.	424
Persons sentenced by village heads not to be kept at —	122	87
Quantity of ammunition lodged at — and account to be kept by —	572	304
records — Period of retention of —	Appendix.	425
Reports (See 'Station-house Reports').		
Store lists of —	571	304
STATION-HOUSE OFFICERS—		
Duties of — (See under 'Acts').		
Duties of — in cases of accidental deaths	140 & 141	98 & 99
not to take charge of persons sentenced by heads of villages	122	87
Periodical returns to be submitted by—	Appendix.	424
to catechise constables on return from beat, &c.	23 (d)	20
to instruct their men	227	160
to submit monthly an abstract of summonses and warrants received, executed, &c.	70 (1)	54
to supplement escorts from station men so as to furnish four sentries.	75 (l)	64
See 'Head Constables' and 'Police Officers.'		
STATION-HOUSE OFFICERS' EXAMINATION—		
Necessary qualification for promotion to the post of a head constable.	224	159
STATION-HOUSE REPORTS -		
Checking of — by Inspectors	134 (b)	94
Movements of criminal gangs to be mentioned in —	189 (a)	128
Rules for the preparation and submission of —	134	94
Use of Railway warrants to be mentioned in —	481 (a)	278

	Order.	Page.
STATISTICAL RETURNS—		
Annual — when due	213	145
STEAMER PASSAGES—		
Payment of bills for — Rules relating to —	482	275
Requisitions for — to show class of accommodation wanted	482	275
Rules relating to the engagement of — by Government officers	482	275
STOCK-TAKING—		
Annual — when to be carried out	565	302
Quarterly — by a committee of Inspectors in the district	563	301
STOLEN PROPERTY—		
Estimation of —	196	137
List of — when and where to be communicated	129 (f)	92
Real and alleged value of — to be recorded	196 (a)	137
Rules to be observed in securing the identity of —	199	138
STORES—		
Allotment of — not to be exceeded	522	288
Annual committee to examine —	567 (b)	303
Annual return of —	567	303
Carriage of — by sea and rail	573	305
Checking of — by officers	514	287
Disposal of unserviceable —	556-561	300-301
Examination of Chief Office —	562	301
Examination of District Office —	563 & 564	301
Examination of — supplied from the Jail department	528 (a)	291
Inspector in charge of — not to receive money for part-worn clothing, &c.	515	287
in the Chief Office	518-520	288
in the Head-quarter office to be under the charge of the Store Inspector.	521	288
Indents for — not complied with by the Assistant Inspector-General	518 (2)	288
Ledgers for receipts and issues of — to be maintained	516	287
Primary responsibility for keeping — on whom to rest	517	287
Procedure to be observed if — are taken from one division to another.	569	303
Quarterly list of — to be forwarded by Superintendents... ..	566	302
Quarterly return of — by Inspectors	568	303
Receipt and issue of — to be brought to account... ..	516	287
Recoveries made on account of arms, &c., to be exhibited in one list	526 (b)	290
Requisitions for — required from the Ordnance department	545	296
Store Inspector responsible for — in the Head-quarter Office	521	288
to replace others lost not to be indented for when they can be supplied from district stores	527 (b)	291
Transactions in — not to take place during certain periods	563, Note.	301
When the Store Inspector to issue — for articles lost and paid	527, Note.	291
STORE AND RESERVE INSPECTOR—		
See 'Reserve and Store Inspector.'		
STORE COMMITTEE—		
Certificate to be given by the —	564	302
of the Chief Office	562	301
of the Head-quarter Office	563	301
STORE LISTS—		
of station-houses	571	304
STRANGERS—		
Register of — to be kept by Karnams in permanently-settled estates... ..	183 (c)	123
Register of suspicious characters and — to be kept in villages with the District Magistrate's sanction	183 (c)	123

	Orders.	Page.
STRANGULATION—		
Rules for enquiring into cases of —	141 (ii)	100
STRETCHERS—		
Description of — and where to be kept	71 Note 2	56
SUB-DIVISION—		
Grave crimes in — when to be reported to Superintendent by telegraph.	132 (c), Note.	94
SUB-DIVISION OFFICE—		
Periodical returns to be sent from —	Appendix.	421
Punishment rolls (of dismissal and reduction) of —	345 (b)	212
Records to be kept in —	Appendix.	412
Strength of establishment of —	486	245
to submit a daily statement of leave	363	220
SUB-DIVISION MAGISTRATES—		
See 'Divisional Magistrates.'		
SUB-INSPECTORS—		
Duties of European — under the European Vagrancy Act	65 (g)	51
Pay of —	417	241
Purchase of cast horses by —	14 (h), Note 3.	13
Uniform for European —	266	178
SUB-JAILS—		
Confinement of criminal lunatics in —	178 (d)	116
Confinement (temporary) of long term convicts in —	80 (d)	70
SUBORDINATES OF OTHER DEPARTMENTS—		
Orders affecting —	12 (n)	5
Prosecution of — found to possess public property	173	114
SUBSIDIARY JAIL GUARDS—		
Rules for the superintendence and management of —	80	70
Rules relating to —	80 (a)	70
SUBSISTENCE ALLOWANCE—		
to be obtained by an officer summoned to give evidence	479 (18)	269
to convicts returning from transportation	175 (b)	115
to Government servants having recourse to insolvency	282 (f)	188
to vagrants	65 (e)	51
SUICIDES—		
in police custody to be reported by Superintendents	140 (g), Note 2.	99
Superintendents of Jails to report — in jails	140 (g), Note 1.	99
See also 'Unnatural Deaths.'		
SUITS—		
against Government — Procedure in defending —	290	192
copy of the plaint and draft of answer to be submitted to the Inspector-General	290	192
Decision of District Courts to be reported on—when erroneous	290	192
Fees to Government pleader for the defence of —	290	193
Penalties for remissness in conducting the defence of —	290	193
Period for putting in defence to —	290	193

	Order.	Page.
SUITS—cont		
Procedure in case of delay in the accordance of sanction for defending —	290	198
Procedure when subordinate officers are included as defendants in —...	290	198
Public servants making incorrect reports liable for sums adjudged by Courts	290	192
Rules for the preparation of documents for Government pleader's information in appeal	290	198
when to be defended at public expense	290	192
SUMMONSES AND WARRANTS—		
Monthly abstract of — received, executed, &c., Submission of — ...	70 (1)	54
Summonses issued by French Courts, Service of — , Rule regarding —	68 (a), Note 2	53
See also 'Processes.'		
SUNDAYS—		
Cases not ordinarily to be taken up before Magistrates by the Police on —	137 (a)	96
not excluded in the calculation of 24 hours allowed under section 61, Criminal Procedure Code	137 (a)	96
Warrants issued on — not invalid	137 (c)	96
SUPERINTENDENT OF (POLICE)—		
Assumption of charge of office by — to be telegraphed to the Assistant Inspector-General	319	202
Channel of correspondence to be observed by —	594 (a)	310
Confidential registers to be kept by — for Inspectors and for head constables	12 (i)	4
Confidential reports on Inspectors to be submitted by —	12 (j)	5
Control over Assistant Superintendents by —	12 (m)	5
Covers addressed to — by whom to be opened	596	311
Duties of — regarding the transmission of a convict	75 (h)	62
Duties of — in cases of Railway accidents	88 (8)	74
General duties of —	4, 8	1
Inspection of divisions and stations by —	31	25
Instructions to — for the transmission of substances of suspected poisoning to the Chemical Examiner	143	101
may sanction estimates for all works costing Rs. 100 and under	488	278
not to issue <i>new</i> orders or orders varying from the rules prescribed	598 (a)	311
not to undertake new duties	36	29
Orderlies for —	67 (a)	53
Personal investigation by —	12 (g)	4
Powers and duties of —	12	3
Powers of — under the European Vagrancy Act	65 (d)	51
Records to be kept by —	Appendix.	415
Relation with Assistant Superintendents	13 (d)	10
Relation with the Magistracy of all ranks	12 (d) to (j)	3
to draw pay abstracts, &c.	426	244
to escort His Excellency the Governor	12 (g)	9
to examine carefully Books I and II	187 (i)	128
to inspect one of the divisions in the Assistant's range	31 (e)	26
to inspect premises licensed under the Arms Act	43 (d)	33
to keep the District Magistrate informed of the course of crime	12 (d)	3
to meet officers of the neighbouring districts	25 (c)	22
to personally enquire into all charges of torture against the Police	12 (h)	4
to report forgery or fraudulent use of stamps	152	108
Weekly reports of —	12 (o)	6
when to attend Sessions	30 (a)	24
SUPERINTENDENT (OF JAILS) —		
List of prisoners to be released to be sent by —	185	126
to report suicides in jails	140 (g), Note 1.	99

	Order.	Page.
SUPERINTENDENT (OF RAILWAY POLICE)—		
Duties of — in cases of accidents	88 (8)	74
Position of —	88	73
Powers of — in respect of appointments	85	73
to report serious offences committed on the Railway, and the result of police investigations to the Agent and Manager	102	81
to submit an annual Administration Report	96	76
SUPPLEMENTAL PAY BILL—		
Duplicates of — to be forwarded to the Chief Office	450 (b)	253
Instructions regarding the use of —	449	252
when to be used	449	252
SUSPECTS—		
Descriptive rolls of — not to be published	180 (b), Note.	118
Difference between known depredators and —	184	125
Entries to be made in register of —	183 (a), Note 2.	121
Heads of villages to report arrival of —	120 (b)	86
Movements of — westward to be reported to Superintendent of Police, G.I.P. Railway	183 (b)	121
Persons bound over to be registered as —	183 (a), Note 2.	121
Removal of names from the register of —	183 (e)	124
to be shown separately from K.Ds. in the District Administration Report	180 (a)	118
What class of persons to be entered in the register of —	183 (a)	121
SUSPECTED PERSONS—		
Meaning of the term —	181 (3) (b)	119
SUSPECTED POISONING—		
Rules to be attended to in cases of —	141 (1)	99
SUSPECTED PROPERTY—		
See 'Property.'		
SUSPENSION—		
Men under — must pay rent of huts	512 (d)	285
of Government servants applying for relief of insolvency	282 (e)	188
of head constables and constables	342 (b)	211
of Inspectors	342 (a)	211
Officers under — to leave their addresses before leaving stations prior to dismissal	342 (c)	212
Reinstatement from —	345 (d)	213
Station charge allowance inadmissible during —	343	212
Time passed under — when to count as service	423 (b)	243
to be avoided as a specific punishment	373	223
	342 (b), Note.	211
of Police officers, Powers of the Deputy Inspectors-General, Superintendents and Assistant Superintendents of Police regarding — ..	342	211
Reinstatements from —	343	212
SWEEPERS—		
Enlistment and discharge of — to be shown in the Monthly Return ...	445 (15)	252
T		
TAHSILDAR—		
Period of Inspector's service qualifying for the post of —	307	199
TALAIYARIS—		
Arrest without warrant by — when illegal	70 (11)	55

	Order.	Page.
TALIS— not to be removed from Hindu women	194 (a)	136
TALUK TREASURY GUARDS— See 'Guards.'		
TANKS— Enquiry into cases of dead bodies found in —	141 (iii)	100
TARGET PRACTICE— Ammunition for —	546	296
TELEGRAMS— See 'Service Telegrams.'		
TELEGRAPH ACT XIII of 1885— Duties of the Police officers under the —	63	50
TELEGRAPH— to be used for communicating the occurrence of dacoity and other serious crime	133-A	94
TELEGRAPH STAMPS— Imprest of — Rules regarding —	Appendix.	369
TEMPORARY GUARD— to public departments not to be charged for	81 (a)	71
TENTS— Allotment of —	477 (2)	260
Allowance for the repair of —	477 (5)	262
Certificate for the transfer of —	477 (6)	262
Conveyance of — by rail, when may be charged to Government ..	479 (5)	266
Charges for conveyance of Government — by road to be drawn in contingent bills	479 (5)	266
How to keep — when not in use	477 (4)	261
Inspection of —	477 (7)	263
Instructions for pitching and striking —	477 (4)	261
Reports on the condition of —	477 (6)	262
Rules for the maintenance of Government —	477	260
Specification of —	477 (9)	263
Supply of —	477 (1)	260
when and where to be repaired	477 (8)	263
TESTIMONIALS— Acceptance of — by public servants	278	185
See also 'Public Servants.'		
THEFTS— Complaints of — from Railway trains where to be registered	203, Note 1.	142
THEFT (IN A BUILDING)— Meaning of the term —	202(c), Note	141
Petty — (See 'Petty Thefts').		
THEFTS OF SALT— to be prosecuted by the Police	121, Note	87
THUMB-IMPRESSION— Medical officer to obtain — of applicants	378	224
TOLLS— Government vessels provided for the use of Police officers exempt from —	479 (21)	270
Police officers exempted from payment of — in certain cases	479 (22)	270

	Order.	Page.
TOM-TOM NOTICES	464 (8)	257
TORTURE—		
Cases of — to be reported on after enquiry to the Inspector-General ...	12 (h)	4
Preliminary investigation into cases of Police — to be conducted by Divisional Magistrates	12 (h)	4
Superintendents to personally enquire into all charges of — against the Police	12 (h)	4
TOWNS—		
Duties of the Police in —	77	65
Nuisances Act — Powers and duties of the Police under the — ...	57	46
Register of petty cases to be kept in —	136 (c)	96
TOWN POLICE—		
Madras — controlled by the Commissioner of Police	2	1
Service ammunition for —	547	297
Supply of whistles and chains to —	541	295
System of working the —	77 (f)	66
TRADE—		
Public servants not to engage in —	269 (15)	181
TRAIN—		
Duty of the police on attempt to throw the — off the line	88 (8)	74
Prisoners not to be sent by mail — except in special cases	75 (f)	61
TRAINING—		
of probationary Inspectors	254	169
of probationers	215 (9-13)	153-4
of recruits for subordinate appointments	237	163
TRANSFER(s)—		
Advance to officers under orders of —	457 (a)	254
List of — to be submitted monthly to Deputy Inspectors-General ...	315; Note 1.	201
not to be made by Inspectors	317	202
of funds from one head to another	488	278
of head constables and constables—Procedure relating to —	315-317	201-202
of Inspectors — Points to be noted in cases of —	314	201
of Inspectors to another department	309	199
of men from other departments	240 (c)	164
of prisoners	184-A	125
of the police to their native districts	316 (a)	201
of stores from one division to another	569	303
of service from one office to another	299 (f)	198
Policemen on — to another district to take with them their clothing ...	534	293
Power of Assistant Superintendents to — men	317	202
TRANSFER OF CHARGE—		
See 'Relief.'		
TRANSFER RECEIPTS—		
Remittance of pay and allowance to other districts by —	452	254
TRAVELLING ALLOWANCE(s)—		
Daily allowance to be reduced by one-half when temporary accommodation during festivals is provided at the cost of the State	512-A	285
for conveyance of camp equipment and horses of superior officers ...	479 (5)	266
Hiring of conveyances by non-gazetted ministerial or menial officers ...	479 (25)	271
not admissible for attending Criminal Lower Test, &c.	479 (19)	270
not to be allowed in consequence of officers absent on casual leave ...	479 (23)	270
Register of —	479-B	271
Rules relating to —	479	265

	Order.	Page.
TRAVELLING ALLOWANCE(s)— <i>cont.</i>		
Scale of —	479	265
to men proceeding to the Pasteur Institute	479-A	271
to private guards	82, Note 2	72
Travelling diary	14 (d) and Appendix.	12, 415
TRAVELLING ALLOWANCE BILLS—		
how checked	479 (24)	270
of the force to be countersigned by the Assistant Inspector-General ...	479 (20)	270
Register of — and rules for their submission	479-B	271
TREASURE—		
Escort of —	73	57
Transshipment of — boxes after night-fall prohibited	73 (l)	60
TREASURE ESCORT—		
not to refuse to travel by night in certain cases	73 (l)	60
Strength of — by rail	74 (b)	60
Strength of — by road	74 (a)	60
TREASURE TROVE ACT VI of 1878—		
Duties of the Police under the —	64	50
TREASURY—		
Memorandum of sums drawn from the —	458-A	255
TREASURY BILLS BOOK	451	253
TREASURY CREDIT BOOK	401, Note.	237
TREASURY GUARDS—		
Strength of Huzur —	79 (b)	69
Strength of local Taluk —	79 (a)	69
Taluk — to furnish escorts for remittances	79 (a)	69
Watch of the —	78 (7)	67
TROOPS—		
Escort with —	76	65
TRUNCHEONS—		
to be marked with the initial letter of the district	542	295
TURNING OUT OF GUARDS	250	168
U		
UNCLAIMED PROPERTY—		
See 'Property.'		
UNCOVENANTED EUROPEAN POLICE OFFICERS—		
Deaths of — to be reported	432 (b)	245
UNDER-TRIAL PRISONER(s)—		
Confinement of —	165	111
not to be removed for the purpose of identification	166	111
UNDETECTED—		
Meaning of the term — (See 'Cases')	202 (d)	142
UNDRESS UNIFORM FOR SUPERIOR OFFICERS	261	173

	Order.	Page.
UNIFORM—		
Gazetted officers when employed in daily duty to appear in — ...	257 & 257-A	171
General rules relating to — ..	257-259	171
for head constables and constables	267	177
for Inspectors	264	176
for station-house officers ..	267-A	178
for reserve and hill police ..	268	178
for superior officers — Full dress	260	172
for superior officers — Undress	261	173
Mess — for superior officers ..	262	174
for European Sub-Inspectors and European and East Indian head constables	266	176
UNLAWFUL ASSEMBLY—		
Liquor shops to be closed in cases of — in the vicinity	38 (a) (ii) (4).	31
UNNATURAL DEATHS—		
on Railways, at Railway stations, &c.	142	100
Rules for enquiring into cases of —	{ 141 142	99 100
UNPAID LETTERS—		
superscribed on public service must be accepted	595	311
UNPASSED MEN—		
Application for employment of —	421-A	243
UNSERVICEABLE STORES—		
Disposal of —	556-561	300-301
V		
VACANCIES—		
of Inspectors for short terms — No grade promotions to be made in cases of —	326, Note.	204
VACCINATION OF RECRUITS	233 (d)	162
VAGRANCY ACT IX OF 1874—		
Powers and duties of the Police under the European —	65 (a)	50
VAGRANTS—		
Duties of the Police as regards arrest, deportation, &c., of --	65	50
VALEDICTORY ADDRESSES—		
Rules for receipt of — by Government servants	278	185
See also 'Public Servants.'		
VEHICLES—		
of police officers travelling on duty exempted from tolls	479 (22)	270
Use of Durbars — by Government officers prohibited	277 (d)	184
VERNACULAR EXAMINATION—		
for European and Eurasian head constables	225	159
for European and Eurasian candidates selected in Madras	215 (21)	155
for native candidates selected in Madras	215 (22)	155
for probationers before and after confirmation as Assistant Superintendents	{ 215 (6) & (25).	152, 157
Scope of the —	Appendix.	390
VESSELS (GOVERNMENT)—		
provided for the use of Police officers exempt from tolls or license or registration fees	479 (21)	270
VILLAGERS—		
Procedure on the occurrence of an affray between soldiers and —	615	320

	Order.	Page.
VILLAGE MAGISTRATE— See 'Village Officers.'		
VILLAGE OFFICERS—		
Cases cognizable by —	121	86
Duties of — on the occurrence of crime	119 (a)	86
Persons sentenced by — to be confined in village choultries	122	87
Powers of —	118	85
Powers of — in regard to petty thefts	121	86
prohibited from taking signature of accused persons to confessions, &c.	124	87
Prosecution of — directed by District Magistrates only for offences	126	87
Relation of the Police with —	119 (b)	86
Searches by —	123 (b)	87
to be present at searches conducted by the Police	123 (a)	87
to keep registers of strangers, &c.	120 (a)	86
to report to the Police the cases in which they have exercised their powers of punishment	121	86
to take care of sick and destitute travellers	125 (a)	87
VILLAGE POLICE—		
Appointment, dismissal, &c., of —	115	85
Duties of the —	117	85
to be at the disposal of the Village Magistrate	116	85
to occupy a prominent place in the general Police system of the Presidency	114	85
VILLAGE ROSTER—		
How to prepare —	23, Note 1.	21
of Inspectors	14 (i)	13
VILLAGE SANITARY INSPECTION BOOK—		
Rules regarding the maintenance of — in all Unions	35	28
VILLAGE WATCHER— See 'Village Police.'		
VISITING BOOKS—		
of Inspectors	34 (a)	28
of superior officers above the rank of Inspector	34 (a)	28
Points to be noted in —	34 (b) & (c)	28
VOLUNTEER RESERVES—		
Who may join —	300	198
VOUCHERS—		
how to be despatched	591	309
Receipt and expenditure — of stores, Definition of, &c.—	586 (1)	302
W		
WAIST BELTS—		
Cleaning of —	575	305
Frogs of — not to be enlarged	576	306
to be marked with the initial letter of the district, &c.	542	295
WANDERING GANGS—		
Meaning of the term —	181 (3) (c) (ii).	119
See also 'Criminal Gangs,' 'Gangs.'		
WAR—		
Prisoners of — not dying in the custody of the Police, Police to refrain from investigating cases of —	140 (a), Note 2.	98

	Order.	Page.
WARNINGS AND REPRIMANDS—		
in what registers to be entered	337	210
Procedure relating to —	337	210
Severe — of Inspectors to be entered in service books	337	210
WARRANT(s)—		
A statement of unexecuted — to be sent by station-house officers monthly	162 (c)	110
Arrest without —	154	108
Distress —	195	136
Execution of —	162	110
Execution of distress — in Municipalities, not the duty of the Police	77 (e)	66
in cognizable cases	163	111
Railway — (See 'Railway Warrants').		
Remand — to be entered in the register of processes	70 (3)	54
to Ceylon	49	39
Unexecuted — to be returned to Courts through the Superintendent's or Assistant Superintendent's Office	162 (b)	110
See also 'Processes.'		
WASTE PAPER—		
Sums realized by the sale of — where to be credited	614-A	319
WEAVERS—		
Practice of — stretching their warps, Police not ordinarily to interfere with the —	Foot note to 57 (3) (e).	47
WEEKLY REPORT(s)—		
Accidental deaths on Railways to be reported in —	97-A	76
Existence of cholera to be reported in —	12 (o) (6)	7
Filing of Part II —	12 (o) (13)	8
how to be written	12 (o)	6
Information required for Part II of — to be taken from officers' Crime Registers	12 (o) (12)	8
In what cases — to be forwarded to the Inspector-General	12 (o) (13)	8
not to be taken away from the offices to which they belong	12 (o) (14)	8
not to be used for matters requiring the sanction of the Inspector-General	12 (o) (8)	7
of probationers	215 (12)	154
Officers to name Inspectors when reporting on them in —	12 (o) (3)	6
Officers to note in — the number of days they attended office when at head-quarters	12 (o) (5)	7
Officers to report in — when they go round towns and visit beats	12 (o) (7)	7
of Superintendents and Assistant Superintendents	12 (o)	6
Part I of the — what to contain	12 (o) (2-8)	6-7
Part II of — Report showing final disposal of every crime mentioned in — to be sent	12 (o) (11)	8
Part II of — to be written at the end of the week	12 (o) (9)	7
Part II of — to be devoted entirely to crime	12 (o) (9)	7
Part I where and how to be filed	12 (o) (14)	8
Part I of — to be kept under lock and key and handed over from one officer to another	12 (o) (14)	8
Return of — containing remarks and their resubmission	12 (o) (13)	8
Sessions Calendar number to be given in —	12 (o) (13)	8
to be divided into two parts	12 (o) (1)	6
to be retained for ten years	12 (o) (14)	8
to be sent to the Assistant with the Government	12 (o) (1), Note.	6
to be submitted through District Magistrates and Deputy Inspectors-General	12 (o) (13)	8
to contain a daily account of proceedings and occurrences	12 (o)	6
What information to appear in the margin of Part II of —	12 (o) (9)	7

	Order.	Page.
WELL(s)—		
Condition of — in which drowning occurred to be noted	141	99
Dead bodies found in — Enquiry into cases of —	141 (iii)	100
WHIPPING—		
Sentence of — to be carried out by Policemen	626	329
WHISTLE CALLS—		
The system of —	253-A	169
WHISTLES AND CHAINS—		
to whom supplied	541	295
WILD ANIMALS—		
Destruction of —	619	322
WITNESSES—		
at searches	193 (a) & (b)	135
Attendance of — at station-houses	147	106
for the defence — Police not to bind over and produce — before Magistrate	146 (b)	106
WORKS—		
See 'Departmental Works' and 'Public Works Department.'		
WRECK ARRANGEMENTS	618	321
WRECKS AND SHIPPING CASUALTIES—		
Superintendents to report all —	12 (r)	9
WRECK SIGNALS—		
Arrangements to be made at Madras on the hoisting of —	618	321

